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ABSTRACT

This survey examined whether recent changes in the accessibility of bibliographic records and electronic access has led to an emerging pattern in the way that documents are organized into four areas: (1) general questions; (2) technical services; (3) collections and public services; and (4) changes in the organization of documents service. Responses were received from 88 of the 119 Association of Research Libraries (ARL) (74% return rate). The categories of documents acquired by the greatest number of libraries are United States federal documents (99% of respondents) and international intergovernmental documents (91% of respondents). The overwhelming majority of libraries (84%) use multiple classification systems. Several libraries cited the increased availability of catalog records as one of the factors influencing change within the organization of documents collections and services. The majority of ARL libraries (57%) provide service from a combined service desk rather than from a desk specifically for documents service. Collection development for documents is typically done by librarians in the documents unit in 68 libraries (78%). The majority of ARL libraries (89%) have a Web page to direct users to government information resources on the Web. Sixty-two libraries (71%) report that documents services have undergone changes in the last five years. Survey results confirmed that trends in documents collections and services are being shaped by the same forces that impact academic libraries: reorganization to improve service and workflow, burgeoning electronic publications, and budgetary constraints. The increase in electronic publications challenges ARL libraries to provide access and expand services. Topics include: survey results, organization charts, documents information on the web, library planning and policy documents and selected readings. (AEF)

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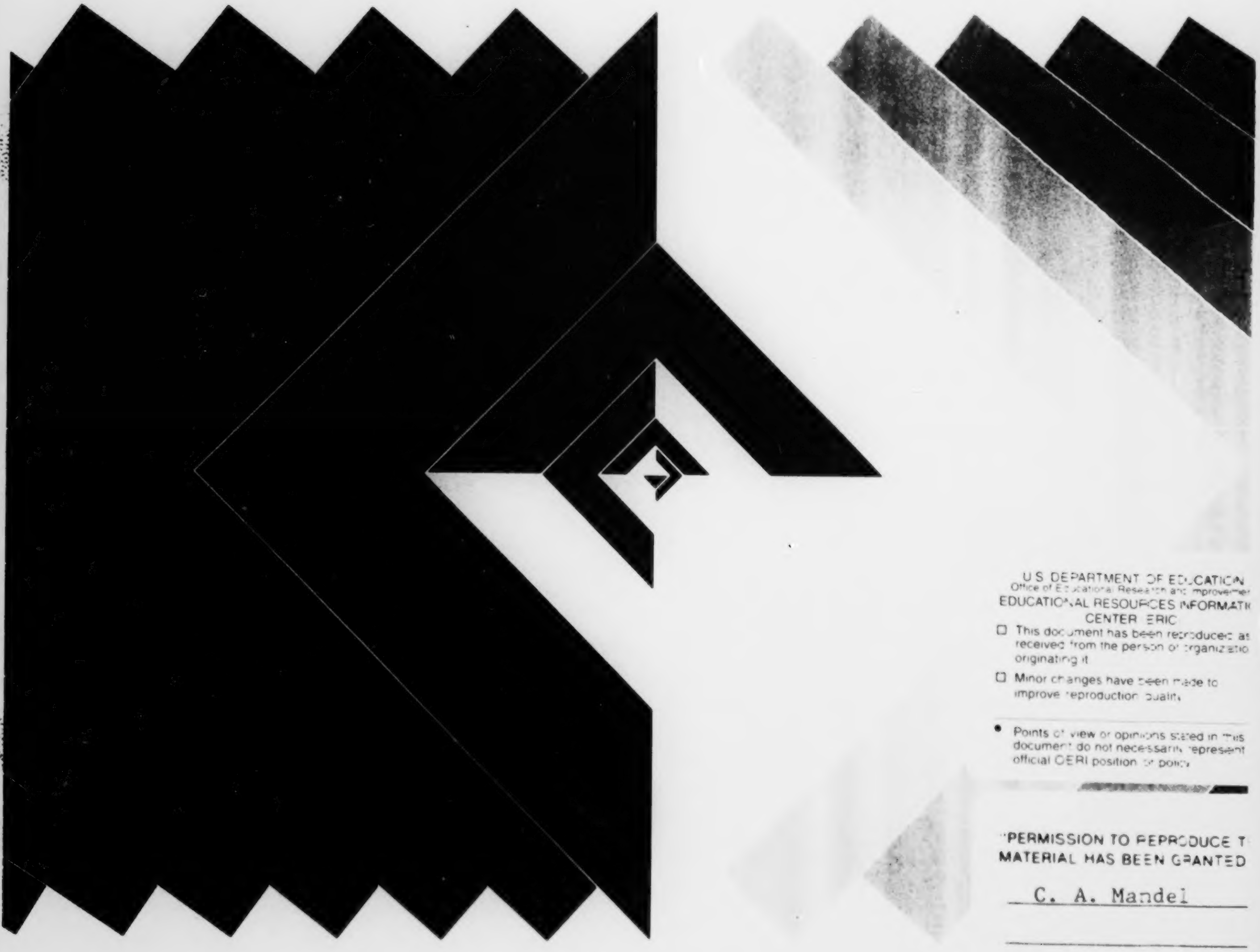
Kit 227

Organization of Document Collections and Services

April 1998



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Flyer 227

Organization of Document Collections and Services

April 1998

INTRODUCTION

The field of government documents in academic libraries has undergone dramatic changes in recent years. Various changes, especially those involving documents in electronic format, are well documented in the literature. However, there is little information about how these changes have affected the organization of documents collections, including their technical and public services components. Traditionally, there has not been one favored form of organization for documents in academic libraries. One of the goals of this survey was to determine if recent changes in the accessibility of bibliographic records and electronic access has led to an emerging pattern in the way that documents are organized in ARL libraries. The questions on the survey were organized into four areas: 1) general questions; 2) technical services; 3) collections and public services; and 4) changes in the organization of documents service.

Responses were received from 88 of the 119 ARL libraries for a gratifying 74% return rate. The respondents included 77 US libraries and 13 Canadian libraries. Eighty-seven of the responding libraries routinely acquire documents for their collections and completed the survey. Given the high return rate for this survey, we conclude that the majority of ARL libraries systematically acquire government documents for their collections.

GENERAL PROFILE OF RESPONDING LIBRARIES

The categories of documents acquired by the greatest number of libraries are US federal documents (99% of respondents) and international intergovernmental documents (91% of respondents). Of those libraries that acquire US federal documents, 20% are regional depositories, receiving copies of all documents included in the depository program. The majority of the libraries are selective depositories, most of whom select 50% or more documents distributed by the depository program. Only 15% of the libraries are not part of the US Federal Depository Library Program. Of these, two are US libraries—Library of Congress and the Center for Research Libraries.

Accessibility of Collections

Most ARL libraries consider documents an important part of their collections and services, but it is clear that many libraries have not housed and shelved documents in the same way as they have other circulating collections. Nor have they provided the same level of bibliographic access to documents as other collections. Only eight libraries reported that 100% of their documents holdings are in their OPACs. Including those eight libraries, a total of 55 libraries have included approximately 50% or more of their holdings in their online public catalogs. Over one-third of the 87 libraries provide bibliographic and holdings records for less than 50% of their documents collections. If records are not in an online catalog, holdings are typically found in manual card or book catalogs. Most libraries' bibliographic and holdings records are split between an OPAC and a manual catalog or an OPAC and a non-MARC databases.

The overwhelming majority of libraries (84%) use multiple classification systems for the various document categories they collect. Only two libraries use a single classification system for their documents and non-documents collections. Most libraries' retrospective holdings are not yet fully cataloged or converted to online databases. These libraries continue to have substantial collections arranged by agency and title.

In addition to multiple classification systems, ARL libraries use multiple shelving locations. The majority of documents are shelved in main and branch libraries. Seventy-three libraries (84%) report that they shelve some of their documents in open but separate stacks. Sixty-five libraries (75%) report that a portion of their documents are intershelved with general library materials. Almost half (49%) of the responding libraries shelve part of their collection in remote storage. Only ten libraries shelve their documents exclusively in one shelving area, whether intershelved or in open but separate stacks. The remaining 77 libraries' documents collections are scattered over two to four physically distinct locations.

Those documents shelved in a separate area, open or closed, are close to a service desk in 85% of the libraries, with proximity defined by the responding library.

Lack of bibliographic access in the libraries' OPACs, plus the use of multiple classifications and shelving arrangements contribute to hard-to-access collections. As a result, use of documents is still heavily dependent on assistance from reference librarians. ARL libraries' documents collections are moving from closed to open stacks as a result of increased availability of catalog records and a desire to make users more self-sufficient. The survey did not ask whether libraries with closed stack collections plan to open their stacks or intershelve more documents with other circulating collections. Given the variety of classification systems used, the latter seems unlikely.

Organizational Structure and Services Provided

A unit whose primary focus is documents is part of the organizational structure for 85% of the respondents, and for 46% of the respondents this unit is an autonomous department. When part of another department, the documents unit is likely to be part of and report to public services. In some cases, documents are part of subject-based collections such as business, social sciences, or a combined social sciences and humanities collection.

The category of documents for which the documents unit most often provides services is the US federal documents (84%). International intergovernmental organizations and US State documents were cited next in frequency. Services to Canadian documents are provided by the documents unit in over one third of the libraries.

As expected, collection development, reference, technical processing and stacks maintenance are the functions assigned to the documents unit in over 75% of the libraries. In 35 libraries, the documents unit is also responsible for circulation. Other activities include interlibrary loan, library instruction and selected technical processing activities.

TECHNICAL PROCESSING

Processing of documents is shared by the documents unit and technical services in more than one-third of the libraries. Exclusive processing by the documents unit or technical services occurs in 28% and 17% of libraries, respectively. The processing functions most often performed by the documents unit are ordering, receiving, serials check-in and holdings updating, binding and shelf preparation. Surprisingly, 40 of the document units do their own cataloging. The processing functions most often performed by technical services are identical with the routine addition of cataloging. Where the processing responsibilities are split between documents and technical services, cataloging is usually performed by technical services. The division of responsibilities is usually determined by document category.

We did not ask whether the libraries use an integrated library system. The processing function most likely to be automated is serials check-in and holdings updating. Ordering, receiving, and label preparation are automated in about 50% of the libraries. Inventory control, binding control, and cataloging are also automated in fewer libraries.

One of the factors cited by several libraries as influencing change within the organization of documents collections and services is the increased availability of catalog records. Two-thirds of the responding libraries purchase catalog records from a commercial source, while an overlapping 59% also use local staff to catalog documents. Only three out of eight libraries reporting 100% holdings in the OPAC use commercial sources of records. One might speculate that these libraries decided to routinely catalog/convert all their document holdings and/or gave budget and staffing priority to making their documents collections accessible. Forty out of 54 who report 50% or more holdings in an OPAC use commercial sources of records.

Why the split of technical processing functions between documents and technical services? Comments suggest that documents categories typically using documents-specific classification systems are generally processed by documents units. US federal documents fit into this category as do US State, Canadian, and UN documents. The implication is that documents staff have in-depth knowledge of these documents and their distinct classification systems, especially in an environment where the collections are in closed stacks and few holdings are in an OPAC.

COLLECTIONS AND PUBLIC SERVICES

Public Services

The majority of ARL libraries (57%) provide service from a combined service desk rather than from a desk specifically for documents service. The combined service desk ranges from microforms, maps, legal materials, various subject collections (such as business and social sciences) to a general reference desk. Some libraries have a documents desk that is responsible for service during certain hours, and when that desk is closed, provide service from a general reference desk. Documents service hours range from 20 hours per week to 138 hours, with an average of 67.5 hours per week for all responding libraries. The number of hours depends on the organization of the library, whether there is a separate desk with defined hours, or whether service is provided from a general reference desk during all hours the library is open.

Twenty-nine libraries reported staffing the desk only with one person all hours the desk is open, although another 29 libraries schedule more than two people at the desk between 5 to 79 hours per week. One library whose desk is open 48 hours per week reported always staffing the desk with more than two people. Another library open 83 hours per week schedules more than two people on the desk 98% of the hours it is open.

In 8% of the responding libraries, reference service for documents is provided only by librarians. The most common staffing pattern for documents service includes librarians, paraprofessionals, and students (56%). A combination of paraprofessionals and librarians is used on documents reference desks in 30% of the libraries. Forty-one libraries utilize students to provide reference assistance and many of these specified that they use graduate students and that students are used only during certain specified times, such as during evening hours or certain weekend hours. Responding libraries typically have fewer than five FTE librarians assigned to the documents reference desk (43 libraries), and most librarians are scheduled on the reference desk for 10-15 hours each week. Fewer than five FTE paraprofessionals also staff the reference desk in 54 of the responding libraries, and paraprofessionals generally are assigned to the reference desk between 10-15 hours per week.

The staffing for documents service during evenings and weekends generally follows the overall pattern for weekday hours. Reference service for documents is not provided on evenings and weekends in five libraries (6%). Several different methods of providing reference service were described in the comments, including some who mentioned increased reliance on a general information desk staffed by paraprofessionals and graduate students as the first point of contact; difficult questions were referred to librarians in the reference offices. Others mentioned that they are moving away from a scheduled reference desk to reference consultation by referral or scheduled appointments.

Collection Development

Collection development for documents is typically done by librarians in the documents unit in 68 libraries (78%), with bibliographers outside the documents unit having responsibility for collection development in 23 libraries. The average number of FTE librarians assigned to developing the documents collection is 1.9. Many librarians have collection development for documents as part of their responsibilities, but rarely is this a full-time responsibility.

Web Sites

The majority of ARL Libraries (89%) have a web page to direct users to government information resources on the WWW. Forty-eight libraries catalog government information resources available on the WWW. This is a new, evolving area in which many libraries are moving cautiously. Forty-two libraries (48%) have a plan for providing access to documents available on the Internet only, while 45 libraries (52%) have not yet developed a plan. Several libraries indicated that they are developing plans; others indicated that documents on the Internet are treated the same as other, non-governmental publications on the Internet.

CHANGES IN THE ORGANIZATION OF DOCUMENTS SERVICE

Sixty-two libraries (71%) report that documents services have undergone changes in the last five years. The most significant change is the increased reliance on electronic tools for providing reference assistance.

In 21 libraries, the size of the documents collection was expanded or reduced, and reasons for this change varied considerably. Some libraries gained additional space as a result of a new building or a remodeling; some had a reduction in the size of the on-site collection as parts of the collection were moved to off-site storage. In 12 libraries documents are now classified and shelved by classification for public use, and 6 libraries noted that documents had moved from closed stacks to open stacks.

An increased demand by the public for access to government information was cited by 29 libraries as one of the ways that public services has changed over the last five years. In 24 libraries (27%), public services for documents was moved from a separate service desk to a service desk combining documents and other subject areas .

Delegation of work previously performed in documents to another library unit—primarily technical services—was reported by 25 libraries (29%). One library reported that staffing was centralized to form a documents unit. No obvious trends in staffing levels were noted. Seven libraries specifically stated that they had added documents staff, while five libraries reported a reduction. Several libraries reported that while the number of staff has not changed, their responsibilities have increased, primarily because of the growth of electronic resources for documents.

Fifty libraries indicated that a desire to improve service/workflow was one of the main reasons for the organizational change. The increase in electronic publications was cited by 31 libraries as helping to bring about these changes. Other reasons cited for changes include personnel changes (25), changes in available budgetary resources (24), a new or remodeled facility (18), and library-wide reorganization (17). Respondents also commented that other reasons leading to these changes, included the opportunities provided by an integrated online library system to streamline the workflow of documents, the availability of and ease of acquiring online records for documents, and the desire to integrate documents with other library materials in the library's automated system.

Of the 25 libraries who said that the organization of their documents collections, services and staffing had not changed significantly within the last five years, ten indicated that they expected changes within the next 12-18 months, and 15 said that they did not expect any changes. Thirteen libraries who indicated that they had undergone significant changes within the last five years also answered that they expected changes within the next 12-18 months.

Twenty-one libraries reported the desire to improve service/workflow as the highest motivation for changes that will be taking place in the next 12-18 months. Library-wide reorganization and a rise in the number of electronic publications were mentioned by 10 libraries. The desire to improve workflow and services, as well as the increases in electronic publications, are likely to continue to be the major motivations for organizational change in documents services in the coming years. Budgets and facilities issues are not predicted to have the same impact on documents units,

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however.

All but 2 of the 21 libraries who have not undergone changes in the last five years and that do not expect changes during the near future are satisfied with the current organization and delegation of responsibilities for documents.

TRENDS AND EMERGING PATTERNS

Survey results confirmed that trends in documents collections and services are being shaped by the same forces that impact academic libraries: reorganization to improve service and workflow, burgeoning electronic publications, and budgetary constraints. The ability to purchase records from commercial sources or share records in bibliographic utilities reduces the cost of cataloging uncataloged documents. It also changes the nature of documents work, leading a large number of libraries to move away from a single documents department with full responsibility for all aspects of documents, to the redistribution of some responsibilities to other library units, especially technical services functions. This trend toward redistribution has led to mainstreaming of documents in ARL libraries and has come about as a result of increased accessibility to online bibliographic records for documents.

The dramatic increase in the number of documents records in library OPACs has increased the users' awareness of documents and use of documents. The extraordinary growth in documents in electronic form (either CD-ROM or the Internet) has changed how public services are provided and how staff perform their work. This survey has identified that ARL libraries are increasingly combining public service for documents with another subject area, most frequently general reference. Several libraries have also moved their collections from closed to open stacks. These developments complement the trend toward greater patron self-sufficiency, but they are not without tension. Many staff who are now faced with performing services for documents are still learning about the collections. Likewise, documents librarians are now asked to take on non-documents responsibilities, resulting in a concern that documents expertise is diluted and service to patrons is becoming uneven, rather than the consistently high quality service that was provided by librarians and staff in a documents-only setting.

The increase in electronic publication is challenging ARL libraries to provide access and expand services. It is a given for most ARL libraries that they provide access to online services and full-text via the Internet for documents and non-documents alike. It is not yet clear, however, whether documents collections will feel a greater or different impact than the rest of the library.

While there is no favored organizational pattern for documents, the changing organizational culture dictates the distinctive way documents services are affected in each library: how staff are reassigned, how collections are organized, how priorities for allocating space and resources are determined, how tasks within the organization are delegated, and how those changes are accepted by the staff. Some of the patterns noted above are influenced by changes in budgetary resources and library-wide reorganizations. It appears that these trends, especially the mainstreaming of documents and increased electronic access, will continue in the future.

This Kit and Flyer were compiled by Cynthia Clark and Judy Horn, University of California at Irvine, as part of the OLMS Collaborative Research/Writing Program.

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

Organization of Document Collections and Services

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SURVEY RESULTS

SPEC SURVEY: ORGANIZATION OF DOCUMENT COLLECTIONS AND SERVICES

Many ARL Libraries have recently undergone reorganization, while others are contemplating reorganization. This survey seeks to determine: 1) how collections, technical services, and public services for government documents are currently organized in ARL libraries and 2) what impact reorganization has had on collections, technical services, and public services for documents. We have chosen to use the generic term "documents" throughout this survey to mean any publication or information produced by international, national, state, regional, or local governments or intergovernmental agencies in any format.

There are numerous ways of organizing documents in research libraries. Traditionally, there has been no favored organizational pattern. This survey also hopes to reveal whether recent changes in the accessibility of bibliographic records for documents, as well as increased electronic access, has led to an emerging pattern in the way documents are organized in ARL libraries. The responses to the questions, as well as copies of organization charts and library documents describing organization or reorganization of the collections, technical services, and public services provided for documents, will assist in determining whether a trend now exists.

The questions in this survey cover four areas: 1) general questions; 2) technical services; 3) collections and public services; and 4) changes in the organization of document services. Comments are encouraged, especially for non-traditional organizational patterns.

GENERAL QUESTIONS

1. Does your library routinely acquire documents for its collections?

% of Respondents	# of Respondents	Answer
99%	87	Yes
1%	1	No

What categories of documents do you routinely acquire in your library? Indicate all that apply.*

% of Respondents	# of Respondents	Answer
99%	86	US federal
83%	72	US state documents
57%	50	Local (city, county)
41%	36	US regional, intergovernmental
56%	49	Canada
55%	48	Other countries
91%	79	International intergovernmental organizations (e.g. UN)

* see attached graph

If you acquire US documents, what is your depository status?*

% of Respondents	# of Respondents	Answer	
20%	17	Regional depository	
66%	57	Selective depository; percentage/number of libraries:	
		80-99%	*20*
		60-79%	*23*
		40-59%	*8*
		less than 40%	*3*
15%	13	Not a depository	

* see attached pie charts

2. To what degree are documents holdings reflected in the library's OPAC?*

% of Respondents	# of Respondents	Answer
9%	8	100%
27%	24	75% or more
26%	23	50% or more
13%	11	Less than 50%
24%	21	25% or less
0%	0	0%

* see attached graph (also see attached graph combined with question #12)

If the library does not catalog its documents, how does the library record what it owns?

% of Respondents	# of Respondents	Answer
45%	39	Manual catalog (card or book)
7%	6	Automated non-MARC database
52%	45	Other, specify [sample responses]: • Card files • Kardexes • Receive catalog records from MARCIVE • Receive catalog records from OCLC • Periodical titles appear in the public online catalog, but the holdings are only in the separate libraries processing system. • UN collection is not in the OPAC and is shelved by the UN classification system. However, we are planning on eventually fully cataloging this collection. • Not applicable

3. How are documents classified? Indicate all that apply.*

% of Respondents	# of Respondents	Answer
2%	2	Classed according to the main system used by the library
11%	10	Classed according to a standard or locally devised document classification scheme
3%	3	Arranged by agency
84%	72	Varies by document category, explain [sample responses]: • Pre-1976 federal documents arranged by agency name and title • Percentage of the U.S. documents are classified in LC, and a percentage are classified in SuDocs • Federal documents by SuDocs; Missouri documents by MoDoc; UN documents by LC; Michigan classed by LC

* see attached pie chart and table

4. Where are the documents shelved? Indicate all that apply and provide percentage breakdown for each category.*

% of Respondents	# of Respondents	Answer	% of Collections
75%	65	Intershelved with general library materials	28%
29%	25	Shelved in main library facility in closed separate stacks	53%
84%	73	Shelved in main library facility in open but separate stacks	69%
49%	43	Shelved in remote storage	13%

* see attached graph

If shelved in a separate area, are these collections located close to a service desk?

% of Respondents	# of Respondents	Answer
85%	74	Yes
15%	12	No

Is this desk a:

% of Respondents	# of Respondents	Answer
46%	40	Document reference desk
29%	25	General reference desk
17%	15	Other, specify [sample responses]: • Microtext service desk • Government document reference desk *and* general reference desk • Microforms desk • Not near a service desk • Government publications/maps/law library--a branch library • Combined government documents/social science and humanities reference desk • Decentralized to 3 libraries: 1)map and design; 2)arts; and 3) science, engineering and mathematics

5. Does your library have an organizational unit whose primary function is documents?

% of Respondents	# of Respondents	Answer
85%	74	Yes
15%	13	No

Is the documents unit/department:

% of Respondents	# of Respondents	Answer
46%	40	A separate unit/department
37%	32	Part of another department, specify [sample responses]: • Information services • General reference • Science, industry and business library • General services department • Acquisitions department • Social science reference center • Business and government publications library
5%	4	Other, specify [sample responses]: • State documents are part of special collections • No, separate unit disbanded • Government and social science information service

Does the documents unit report to:*

% of Respondents	# of Respondents	Answer
3%	2	Technical services
66%	49	Public services
31%	23	Other, specify [sample responses]: • Chief/university librarian • Social science ref. center • Special libraries dept. • Science, industry & business library • Public *and* technical services • AUL for social science and professional schools

* see attached pie chart

6. For what categories of documents does this unit provide service? Indicate all that apply.

% of Respondents	# of Respondents	Answer
84%	73	US federal
68%	59	US state documents
47%	41	Local (city, county)
38%	33	US regional, intergovernmental
38%	33	Canada
34%	30	Other countries
72%	63	Internat'l intergovernmental organizations (e.g. UN)

7. What activities does this unit or department perform? Indicate all that apply.

% of Respondents	# of Respondents	Answer
41%	36	Circulation
77%	67	Collection development
78%	68	Reference
78%	68	Stack maintenance
76%	66	Technical processing
20%	17	Other, specify [sample responses]: • Check-in, not full processing • Interlibrary loan • Some technical support • Administrative responsibility for map collection • Library instruction • Public outreach • Partnerships with government agencies and community groups • Binding • Ordering/receiving • Microform copying • Computer maintenance

TECHNICAL PROCESSING

8. Who performs technical processing functions for documents?

% of Respondents	# of Respondents	Answer
28%	24	Document department
17%	15	Central technical services
55%	48	Other, specify [sample responses]: • Access services • Technical support staff of the humanities and social sciences library • Split between the documents department and central technical services

9. Which technical processing activities does the DOCUMENTS UNIT perform? Indicate all that apply.

% of Respondents	# of Respondents	Answer
66%	58	Ordering
78%	68	Receiving
77%	67	Serial check-in and holdings updating
63%	55	Binding
46%	40	Cataloging
77%	67	Shelf preparation
10%	9	Not applicable
7%	6	Other, specify [sample responses]: • Cards for congressional committee publications • Brief record input • Pre-binding preparation; pre-cataloging preparation • Open and sort mail to distribute to centralized processing units • We expect to transfer serial check-in, binding, and shelf prep • Depends on document category • Not applicable, no documents unit

10. Which technical processing activities do other library units perform for documents? Indicate all that apply.

% of Respondents	**# of Respondents**	**Answer**
57%	50	Ordering
54%	47	Receiving
49%	43	Serial check-in and holdings updating
66%	58	Binding
77%	67	Cataloging
52%	45	Shelf preparation
6%	5	Not applicable
2%	2	Other, specify [sample responses]: • Preservation activities • Labels for U.S. materials are vendor supplied • Ordering, receiving, serial check-in (paid for, i.e. non-depository) • Serial check-in and holdings updating and binding for *LC cataloged titles* • Selected documents categories: IGOs, mainly law, if no record from MARCIVE is available; all non-U.S. documents

11. Which of these functions are automated for documents?*

% of Respondents	**# of Respondents**	**Answer**
51%	44	Ordering
50%	45	Receiving
74%	64	Serial check-in and holdings updating
52%	45	Label preparation
13%	11	Other, specify [sample responses]: • Binding control • Cataloging • Shelf preparation • Inventory control • Automated shipping list service

* see attached graph

12. Indicate all that apply. Does your library:*

% of Respondents	# of Respondents	Answer
66%	57	Purchase catalog records from a commercial source
59%	51	Fully catalog most documents
31%	27	Fully catalog selected documents
15%	13	Briefly catalog most documents
17%	15	Briefly catalog selected documents
6%	5	Other, specify [sample responses]: • cataloging is outsourced • no cataloging is done

* see attached graphs

COLLECTIONS AND PUBLIC SERVICES

13. How is public service provided for documents?

% of Respondents	# of Respondents	Answer
42%	36	From a separate documents desk
59%	51	From a combined service desk for documents and other *non-document* collections [sample responses]: • General reference • General information desk • Law collection • Maps and legal materials • Branch library reference desk • Main and branch reference desks

14. How many hours per week is service provided from this desk?*

% of Respondents	# of Respondents	# of hours desk is staffed	
94%	82	*Range of hours per week provided:*	
		more than 100	8
		100-76	26
		75-51	34
		50-26	12
		25 or less	2
76%	66	**# of hours desk staffed with 1 person**	
		Range of hours per week provided:	
		more than 100	1
		100-76	6
		75-51	18
		50-26	12
		25 or less	29
62%	54	**# of hours desk staffed with 2 people**	
		Range of hours per week provided:	
		more than 100	0
		100-76	1
		75-51	12
		50-26	25
		25 or less	16
33%	29	**# of hours desk staffed with more than 2 people**	
		Range of hours per week provided:	
		more than 100	0
		100-76	2
		75-51	4
		50-26	14
		25 or less	9

* see attached graph

15. Who staffs the public services desk? Please provide numbers in table below.*

% of Respondents	**# of Respondents**	**Answer**	
8%	7	Librarians only	
30%	26	Librarians & paraprofessionals	
4%	3	Librarians & students	
56%	47	Librarians, paraprofessionals & students	
1%	1	Paraprofessionals only	
1%	1	Paraprofessionals & students	
# of Librarians		**Range (Total FTE and FTE hours):**	
		25 or more	0
		24-16	4
		15-10	14
		9-5	18
		less than 5	44
Hours per week on desk		***Range:***	
		25 or more	4
		24-16	5
		15-10	43
		9-5	25
		less than 5	1
# of Paraprofessionals		**Range (Total FTE and FTE hours):**	
		25 or more	0
		24-16	0
		15-10	1
		9-5	18
		less than 5	54
Hours per week on desk		***Range:***	
		25 or more	7
		24-16	3
		15-10	37
		9-5	19
		less than 5	6
# of Students		**Range (Total FTE and FTE hours):**	
		25 or more	0
		24-16	1
		15-10	3
		9-5	2
		less than 5	41
Hours per week on desk		***Range:***	
		25 or more	2
		24-16	5
		15-10	14
		9-5	21
		less than 5	6

* see attached graph

16. If this public service desk is open evenings and weekends, who staffs it? Indicate all that apply.

% of Respondents	# of Respondents	Answer
8%	8	Librarians
25%	21	Librarians & paraprofessionals
19%	16	Librarians & students
1%	1	Paraprofessionals
6%	5	Paraprofessionals & students
5%	4	Students
31%	26	Librarians, paraprofessionals & students
6%	5	Not open

17. Who is responsible for collection development?

% of Respondents	# of Respondents	Answer
78%	68	Librarians in a documents unit
26%	23	Bibliographers not in a documents unit
15%	13	Other, specify [sample responses]: • Subject librarians • Reference librarians • Expect to use bibliographers outside the documents department soon • High level library assistants

How many FTE staff are assigned to collection development for the documents collection?

# of Respondents	Average FTE
79	1.9

18. Do you have a web page to direct your users to government information resources on the WWW?

% of Respondents	# of Respondents	Answer
89%	77	Yes
11%	10	No

Do you catalog gov't information resources available on the WWW?

% of Respondents	# of Respondents	Answer
55%	48	Yes
45%	39	No

Does your library have a plan for providing access to government documents published on the Internet only?

% of Respondents	# of Respondents	Answer
48%	42	Yes
52%	45	No

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CHANGE IN THE ORGANIZATION OF DOCUMENT SERVICES

19. Has the organization of your documents collections, services and/or staffing changed significantly within the past 5 years?

% of Respondents	# of Respondents	Answer
71%	62	Yes
29%	26	No, skip to Question 22

How has the organization of the document collection changed?

% of Respondents	# of Respondents	Answer
7%	6	Documents moved from closed stacks to open stacks
24%	21	Collections expanded or reduced
14%	12	Non-electronic documents are now classified and arranged by the classification for public use
39%	34	Other, specify [sample responses]: • Staff trained to handle hardware and software • Records are now in the OPAC; moved into a new building with increased space for documents • All processing is now done in the online system • Many low-use documents moved to storage • Some documents have been integrated in the main stacks in an LC arrangement • Documents processing brought into documents unit

How has the organization of the public services you provide changed?

% of Respondents	# of Respondents	Answer
27%	24	Public services to documents made part of a combined service desk
33%	29	Increased public demand for access to government information
53%	47	Increased reliance on electronic tools
16%	14	Other, specify [sample responses]: • Increased reliance on paraprofessionals as point of first contact • Appearance of documents records in the OPAC leads to increased usage of collection • Began offering geographic information services general information desk trained to help patrons when the documents desk is closed • Created an electronic documents service

How has the staffing changed?

% of Respondents	# of Respondents	Answer
29%	26	Work previously performed by a documents unit delegated to other units
1%	1	Staffing centralized to form a documents unit
40%	35	Other, specify [sample responses]: • New librarians hired • Documents staff trained to handle electronic tools • Documents work was reorganized after the dept. head retired • New paraprofessional hired • Staff are now part of a combined reference and processing unit for social science and the humanities • The organization has not changed, but the work the staff is doing has; paraprofessional staffing is down • US documents staff was cut in half • Staffing patterns changed significantly • Reduced staff support hours, increased librarian hours, and increased student workers

20. What led to the change? Indicate all that apply.

% of Respondents	# of Respondents	Answer
20%	18	Library-wide reorganization
28%	25	Change in available budget resources
36%	32	Rise in electronic publication
29%	26	Personnel changes
13%	11	Change in collection development policy
59%	50	Desire to improve service/workflow
21%	19	New or remodeled facility
21%	18	Other, specify [sample responses]: • Specific goal of integrating documents in with regular collections on automated system • Integrated OPAC/library system providing an opportunity for streamlined workflow • Greater opportunities for acquiring records • Additional funds available for retrospective conversion • Need to house lesser used-materials off-site • Greater need to instruct patrons about content not just how to find information • Extreme staffing needs in areas of the library outside of the documents department • Consolidation of many library branches into fewer, larger libraries • Evaluation by CRL members of cost of collecting these materials compared to use of materials • Decision to catalog documents

21. What has been the impact of the change or reorganization?

%	#	Answer [sample responses]:
65%	56	***Pros*** • Greater staff flexibility: staff previously not involved in gov. docs. are trained to provide help when more gov. docs. than usual are rec'd; staff members previously involved only in gov. docs. are trained to assist in other functions unrelated to gov. docs. • Technical services activities with current and retrospective documents have been integrated into acquisitions, cataloging, and serials activities for other types of materials. The approach has been quite successful. All procedures are highly automated, and there is no processing backlog. Over 90% of all documents in all formats (including retrospective holdings, microforms, and electronic publications) are fully cataloged. • The reassignment of the government documents and maps processing unit to the acquisitions department gave the unit the opportunity to examine procedures and analyze workflow that has resulted in increased access to the documents collection. Improved communication relating to documents has also occurred. • We have noticed that since the homepage was first made available, certain commonly requested resources which we now make available via our homepage are rarely asked for as part of a walk-in reference inquiry. Usually we are asked how to work with the www version. Such issues will increase as the library moves toward a www interface for all electronic reference resources and our online catalog. • The bottom line has been all along to demystify government documents and help folks see their value in the research needs of the user. While most of the librarians in public services have consistently respected the research value of government information, they have always had a need to refer users to documents specialists. With the help of the online catalog, the shared desk hours, the ongoing training, and the consistent communication, the comfort and confidence level in providing service related to government information is increasing. And the user is most definitely making much more use of the collections, if we use the disarray of the collection as a gauge. ***Cons*** • Less control over speed and method of processing for gov. pubs. not handled by former gov. pubs. staff. • We are more centrally located, the questions we answer are more basic; instead of serving mainly upper divisions undergraduates and graduate students, we serve many more undergraduates, and there has been a "dumbing-down" of the questions. • The same amount of work needs to be done, but much more coordination of student and staff time from other units is required. As a result there is much more stress placed on the remaining staff. • Acquisition of non-depository documents often takes longer through centralized acquisitions units than prior to the merger. • Librarians formerly assigned to responsibilities almost exclusively related to government documents now have a number of other collection, instruction, and reference responsibilities, so there has been a dilution of expertise. The reference desk schedule is set up to try to have a documents librarian on most hours of the day, but there is still the loss of learning and maintaining knowledge by not working with another specialist at the same time. Librarians that had not had previous government documents experience are learning basic resources, but the level of service for documents remains uneven, and there is a tendency to use non-documents sources to answer questions, rather than include them routinely.

22. If you responded 'NO' to question 19, does your library anticipate a change in the next 12-18 months?

% of Respondents	# of Respondents	Answer
27%	23	Yes
17%	16	No

What is influencing that change? Indicate all that apply.

%	#	Answer
12%	10	Library-wide reorganization
7%	6	Change in resources
12%	10	Rise in electronic publication
9%	8	Personnel changes
7%	6	Change in collection development policy
14%	12	Desire to improve service/workflow
5%	4	New or remodeled facility
6%	5	Other, specify [sample responses]: • Will move to subject specialization, incorporating documents general reference staff into two new reference areas-social science/humanities and science/technology. • We are all having to manage to do the same or more work with fewer resources. • Will mainstream documents processing into the rest of library workflow as much as possible. • Anticipate major renovation of the main library, in part to accommodate government publications/maps/law services and collections in the main library, instead of a branch library. • The present organization benefits from the knowledge of staff specializing in documents work and therefore able to provide efficient services and a productive workflow. • We are satisfied with organization and delegation of responsibility. But we are very concerned about maintaining and replacing equipment that the transition to the electronic depository library requires. After a major installation of computer equipment in 1993, we are concerned about the costs for replacement as that equipment reaches the end of its functional life cycle. • Satisfied with the organization and delegation of responsibility for documents processing, but not with the level of service (number of hours of service) provided by the government publications information desk. • We are expecting many changes in regard to procedures and processing after we load the retro tapes and switch to automated check-in, but they have not been finalized. We are also preparing for additional changes in how government information is handled as they become more and more electronic. • Basically, yes, but we would like to see more staff allocated to cataloging documents with the major question being whether the staff would go to the cataloging department or the government publications library. • The government documents department has not changed its structure for more than eight years, and we are generally satisfied with our present organization and delegation of responsibility for documents processing. Documents reference has always been multidisciplinary. However, the rise in the number of indexes and databases on our online catalog, the resources available over the Internet, and the close proximity of the periodicals/microforms desk (which also reports to documents) means that the reference role of the government information librarians has expanded. We handle more general reference, business, and social sciences questions.

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23. If you responded 'NO' to question 22, does that mean you are satisfied with your present organization and delegation of responsibility for documents processing?

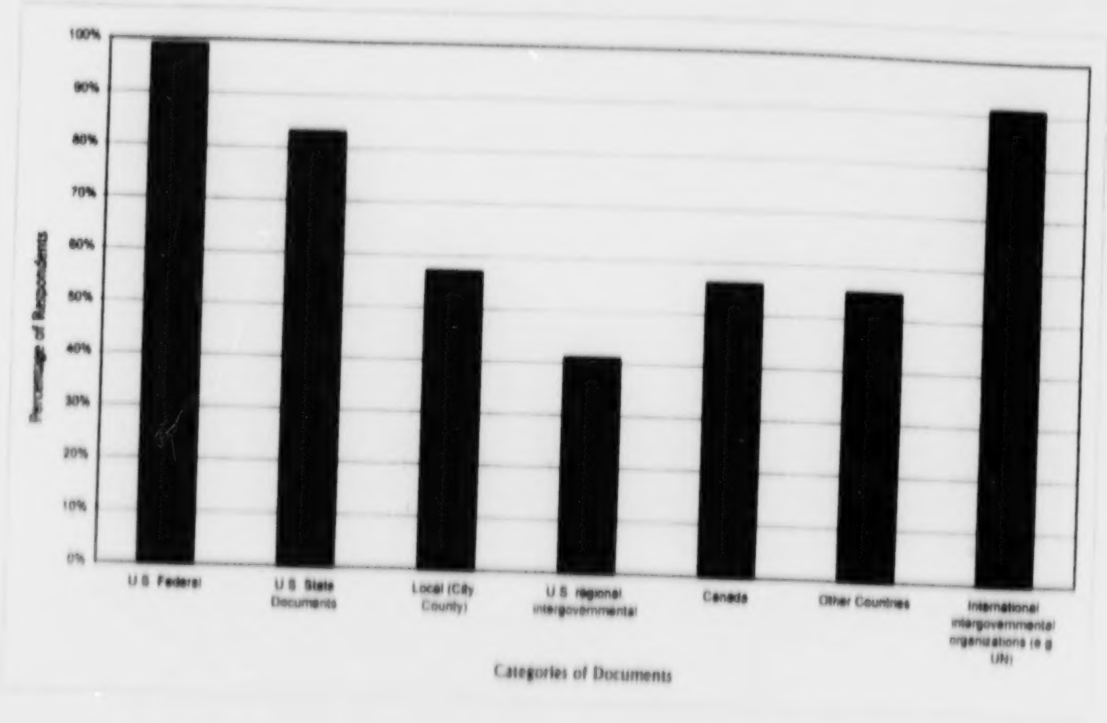
% of Respondents	**# of Respondents**
25%	23

24. Please provide additional comments about how documents and services are organized.

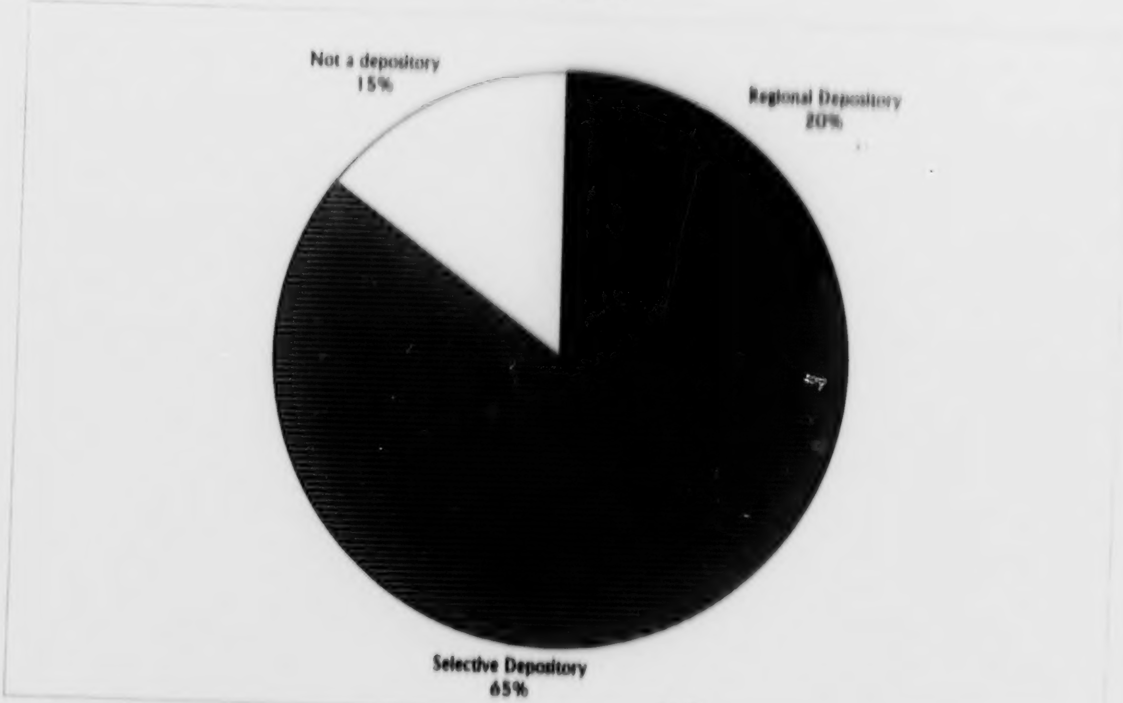
%	#	**Answer [sample responses]:**
30%	26	• The organizational changes redistributed responsibilities, making processing of government documents separate from reference services. This change has proven to be successful for both technical services and public services. • I feel strongly that documents users are best served when there is a separate government documents unit to handle all aspects of documents operations, and reference services are provided by staff with strong documents expertise. This view is widely shared by others within the UCR Library. • We are looking at combining the assistant documents librarian position (electronic specialist) with the social science data archive responsibilities. The government documents and information center is in a separate physical facility from the social science library, so there will continue to be two service points. However, more cross-training of the 7 librarians in the social science library & information services (includes govt. documents) is planned, so that each librarian is at least minimally trained to staff either service point. • About two years ago, the serial recording functions of the technical services side were integrated into the regular serials workflow. There is no longer a separate documents unit within technical services, though one student assistant is assigned to the preliminary processing of federal shipments. • Documents is a separate unit within the reference dept. We report to the head of reference who sits on the public services committee. The head of reference reports to the director for libraries. As part of the reference staff, the 2 librarians in documents besides working a week night in documents, will work 5 or 6 weekend slots on the general reference desk during the semester. We are located on the same floor with the other reference librarians and accept referrals from them at anytime. • The documents section is comprised of one section head (the regional/documents librarian), an international and state documents librarian, and an electronic documents librarian. There are three paraprofessionals, one for international and state documents and two for federal. The documents section is also responsible for the microforms collection which has a full-time paraprofessional. • Data, map and government information services is managed by a management team composed of 4 librarians, the data librarian, map librarian, and the government documents head and assistant head. The team selects a coordinator who reports to the chief librarian on its behalf. • Although there has been no major change in the organization of the department over the past years, changes have occurred in response to new technologies, the need to maintain an efficient service/workflow, and financial realities. There has been an increase in the number of public service hours provided by paraprofessionals and students. A staff member, trained by the cataloguing department , catalogues documents online. The department has changed from a manual to an automated serial check-in and holdings updating. Electronic resources (including reference tools, full text and statistical data) are an increasingly important part of the department's collection and services. • The depository collection is shelved by its SuDoc number, and the OPAC provides subject level access to the collection, which could only be provided in the past using indexes and the expertise of existing staff. The user is becoming more self-sufficient in their use of the paper collection.

		We would like to provide the same level of access to the UN collection. Right now, the only way a user can identify a UN title is to use our UN index we have on our LAN or other indices we provide in the library's research databases. And now the UN homepage is available to the user. But to really make use of the collection for research purposes, not having this collection in the OPAC is a handicap. Certain titles are being identified and cataloged. But in the near future a conversion project will be designed to tackle this issue. • We are an 80% selective, research-oriented depository. While we are technically under public services, we have taken on large amounts of the technical processing and cataloging functions for the department. We have our own government periodicals section and a maps area. We have recently set up public Internet workstations, a department homepage, and have scanned in a number of original documents unique to the Web. We have two full-time librarians, a department head, three library assistants, and approximately 80 hours of students. While the DLC has stated that "more electronic depository" is on its way, we have not over-reacted. It is realized that the proposed re-writing of Title 44 may change the format of government information, but (it is hoped) it will not change the intent of the law to provide information and access to archived information to the people. In addition to the content of government information, it seems that to deal with these special formats, "document" specialists are needed now more than ever.

Categories of documents routinely acquired, by percentage of respondents
(Question 1b)



Depository Status of Libraries
(Question 1c)



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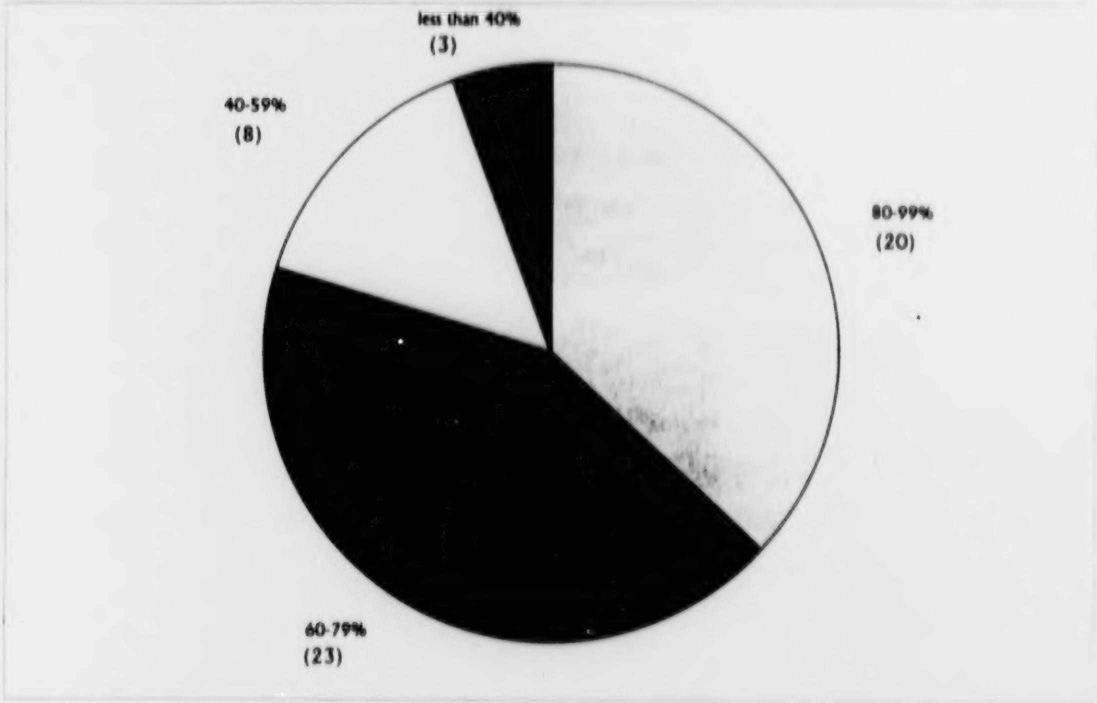
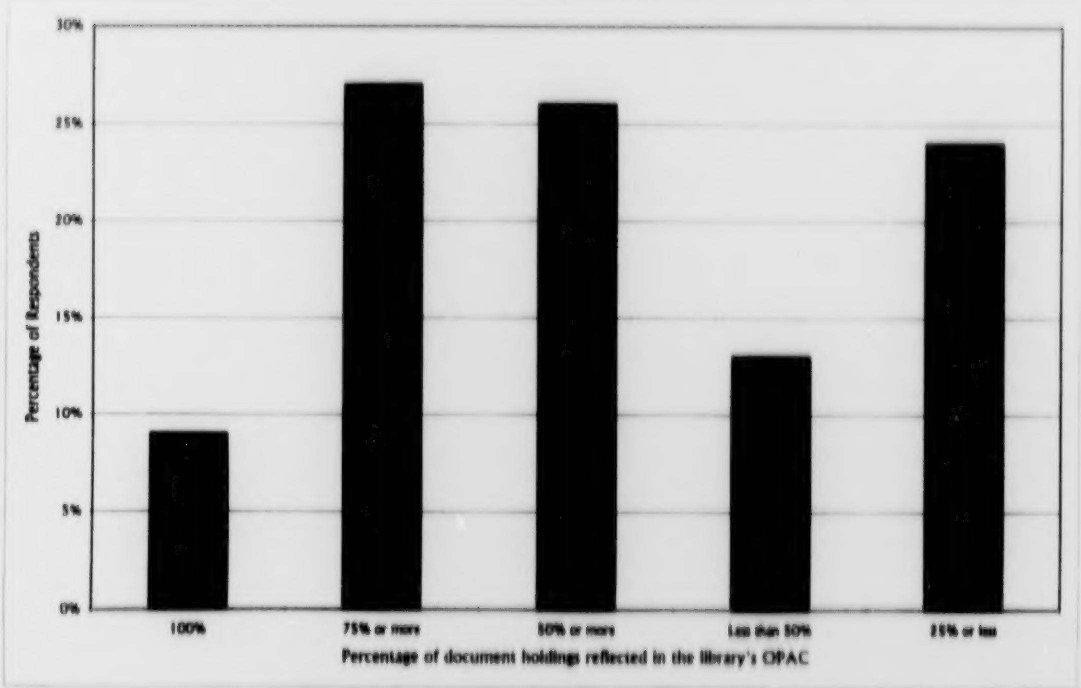
Selective depository status of respondents, by percentage of documents selected
(Question 1c)



Percentage of document holdings reflected in the library's OPAC
(Question 2a)



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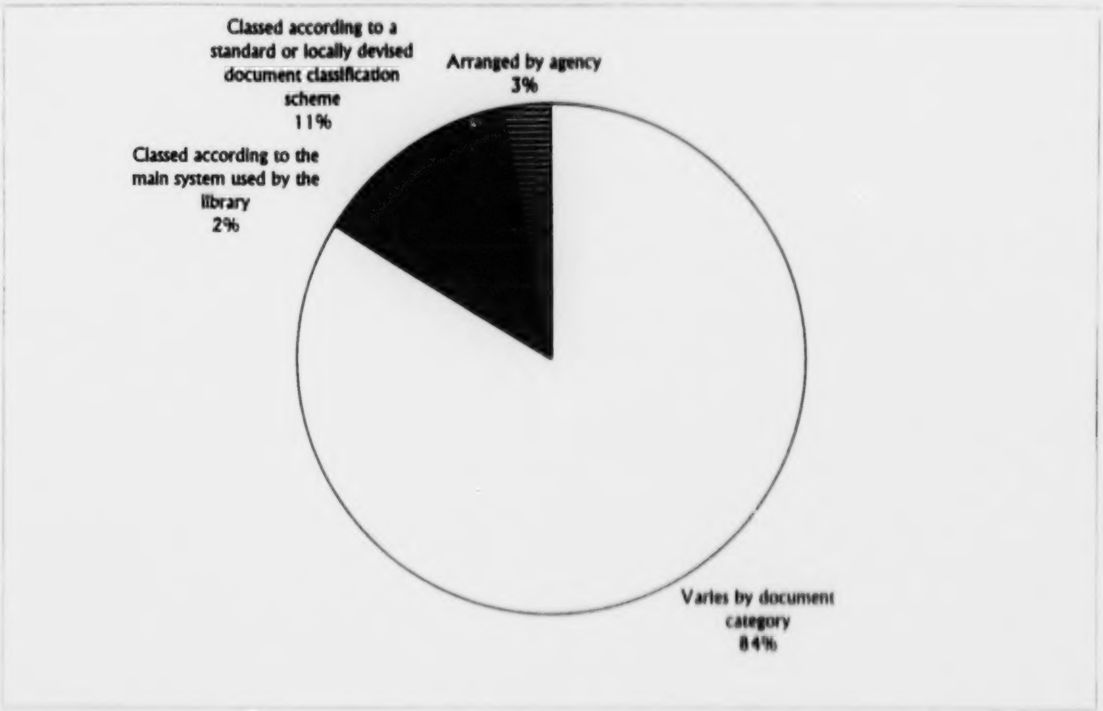
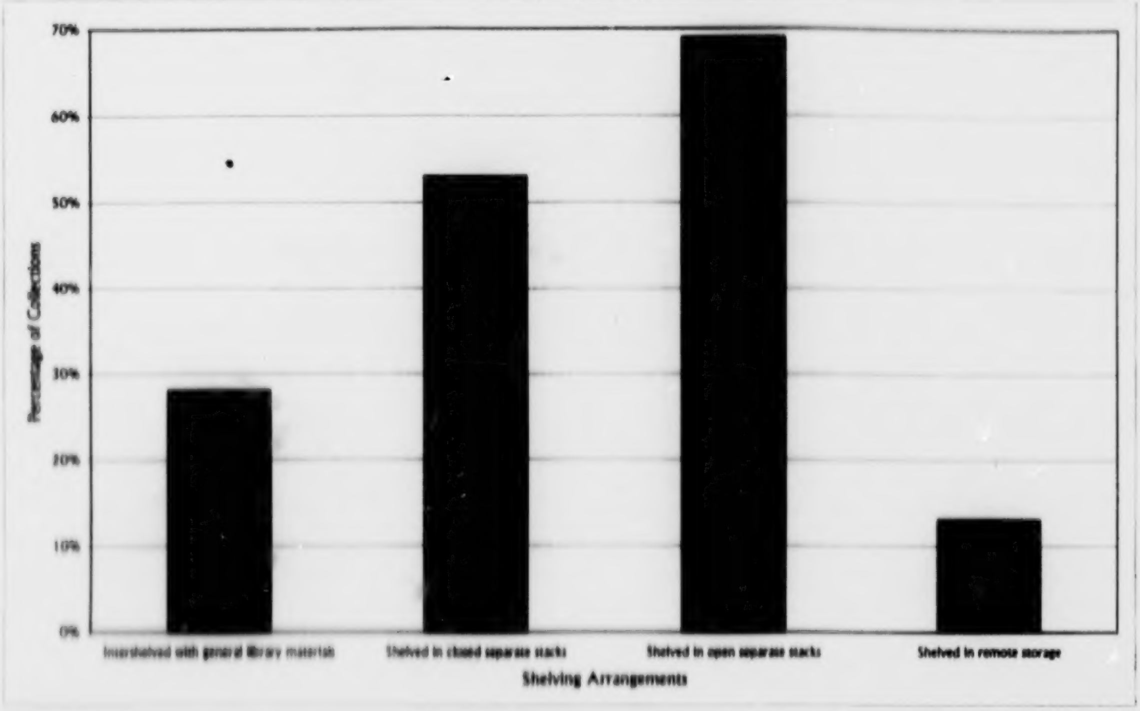
How documents are classified, by percentage of respondents
(Question 3)



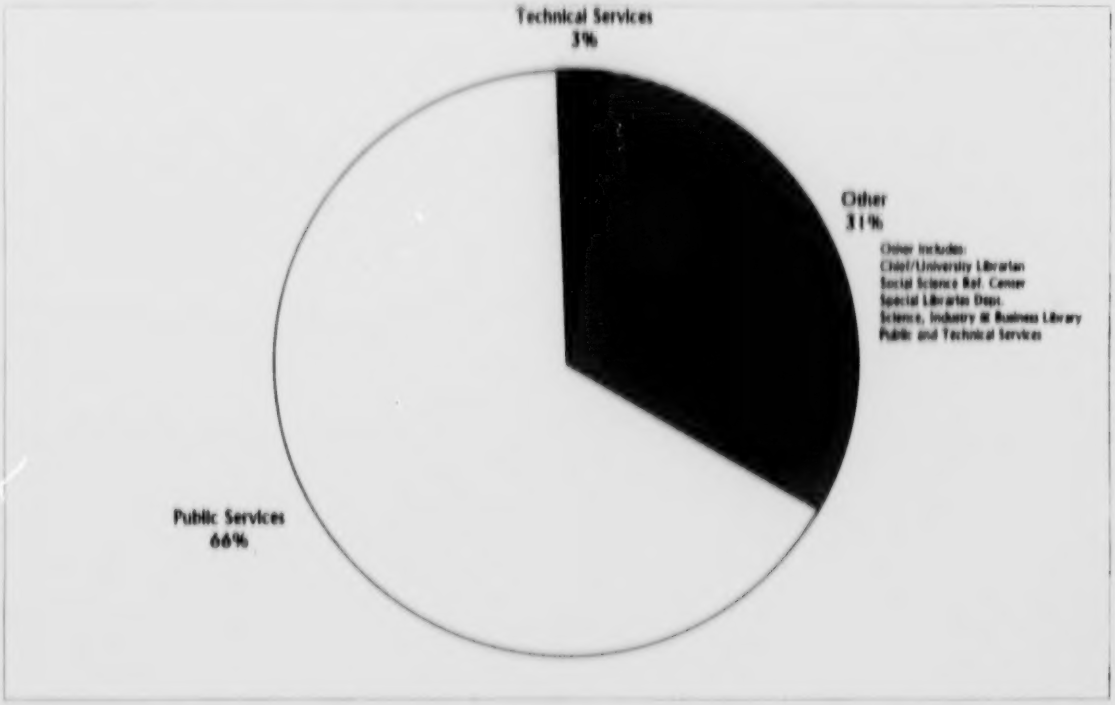
Classification Systems Used, by Responding Libraries
(Question 3)

	Classification							
Document Categories	LC	CODoc	Dewey	SuDoc	UN Nos.	State Class.	Other Locally-devised	Arranged by Agency
U.S. Federal	X		X	X				X
U.S. State Documents	X		X			X	X	X
Local (City, County)	X		X				X	X
U.S. regional, intergovernmental	X							X
Canada	X	X						
Other Countries	X		X				X	
International intergovernmental organizations (e.g. UN)	X		X		X		X	X

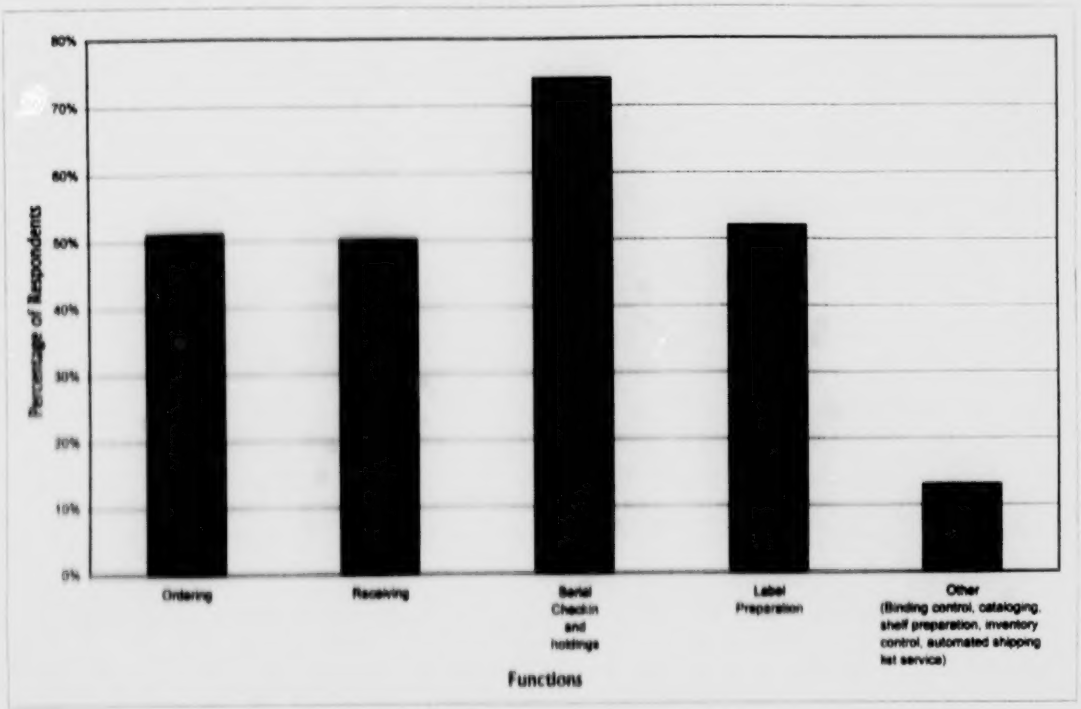
Where documents are shelved, by percentage of all responses
(Question 4)



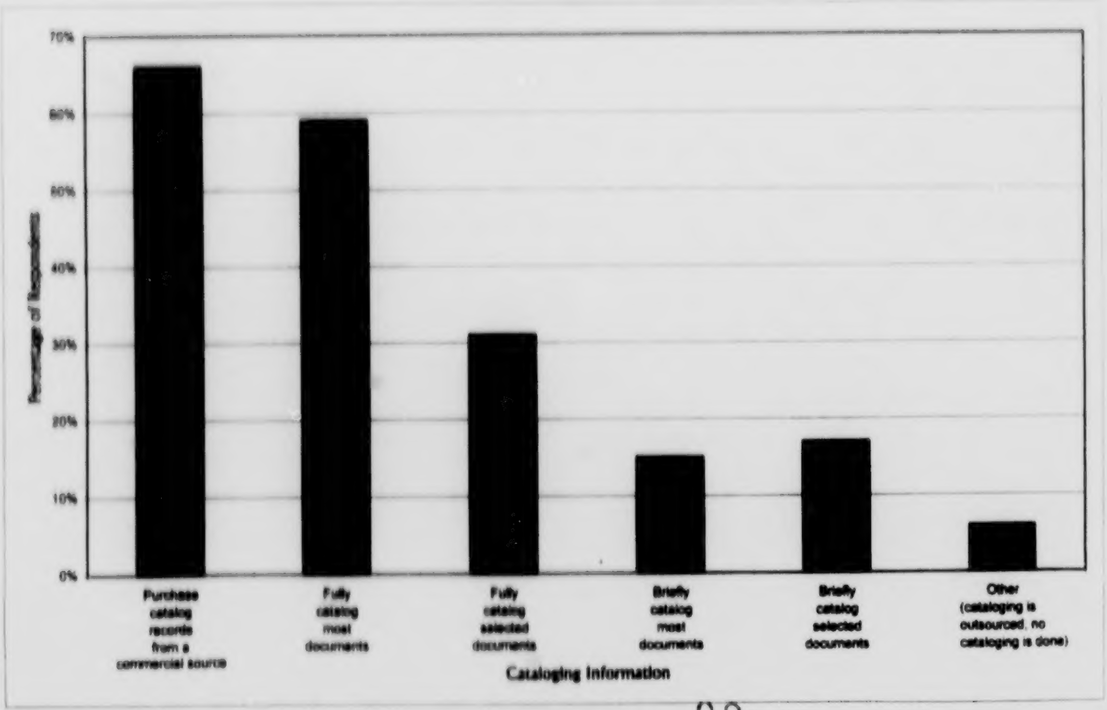
Organizational unit to which the Documents Unit reports
(Question 5c)



Processing functions automated for documents
(Question 11)

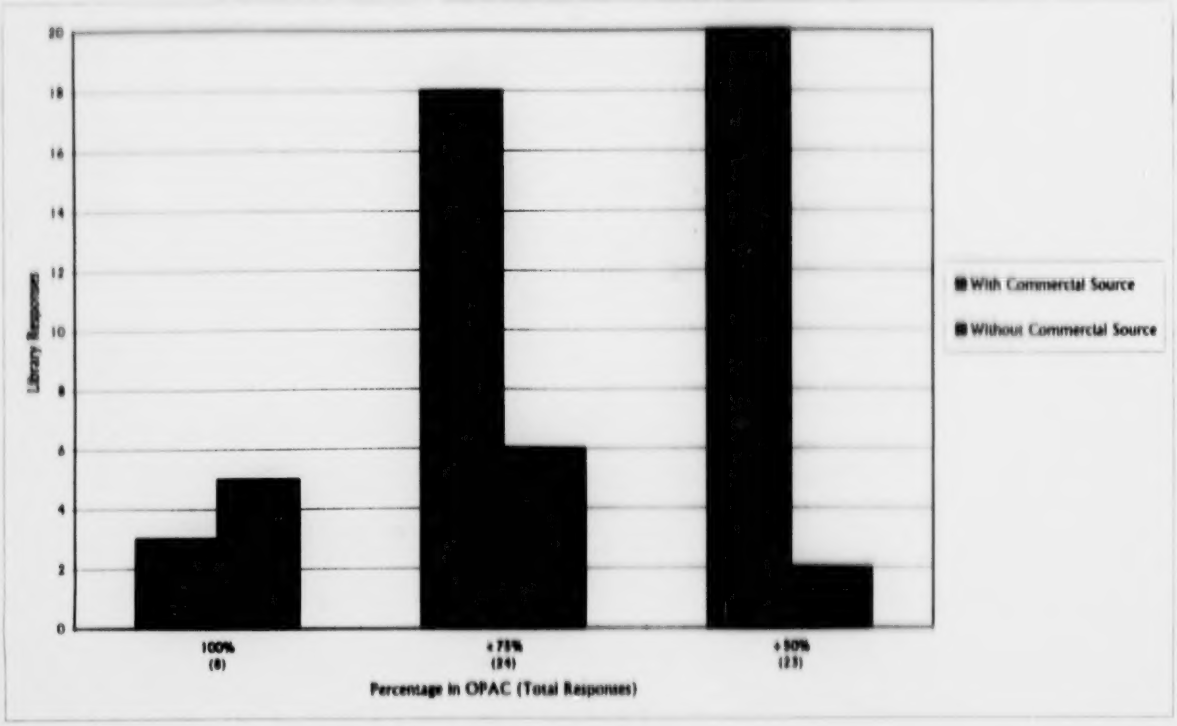


Documents cataloging practices
(Question 12)



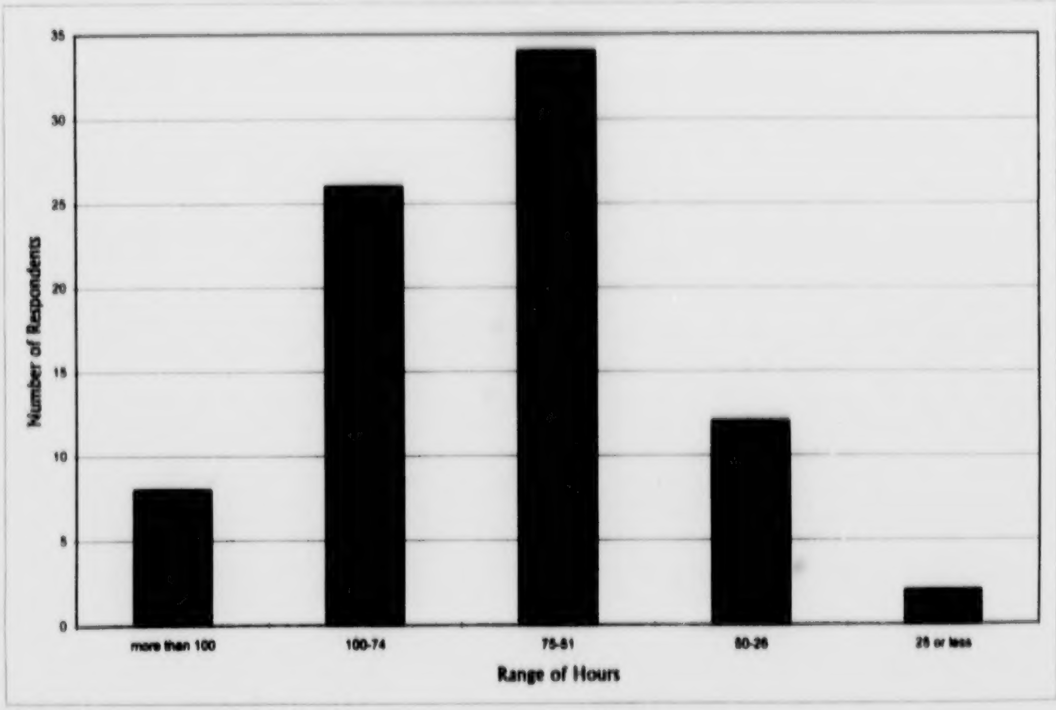
Document Holdings reflected in Library's OPAC, as related to use of commercial cataloging sources

(Correlation between Question 2 and 12)

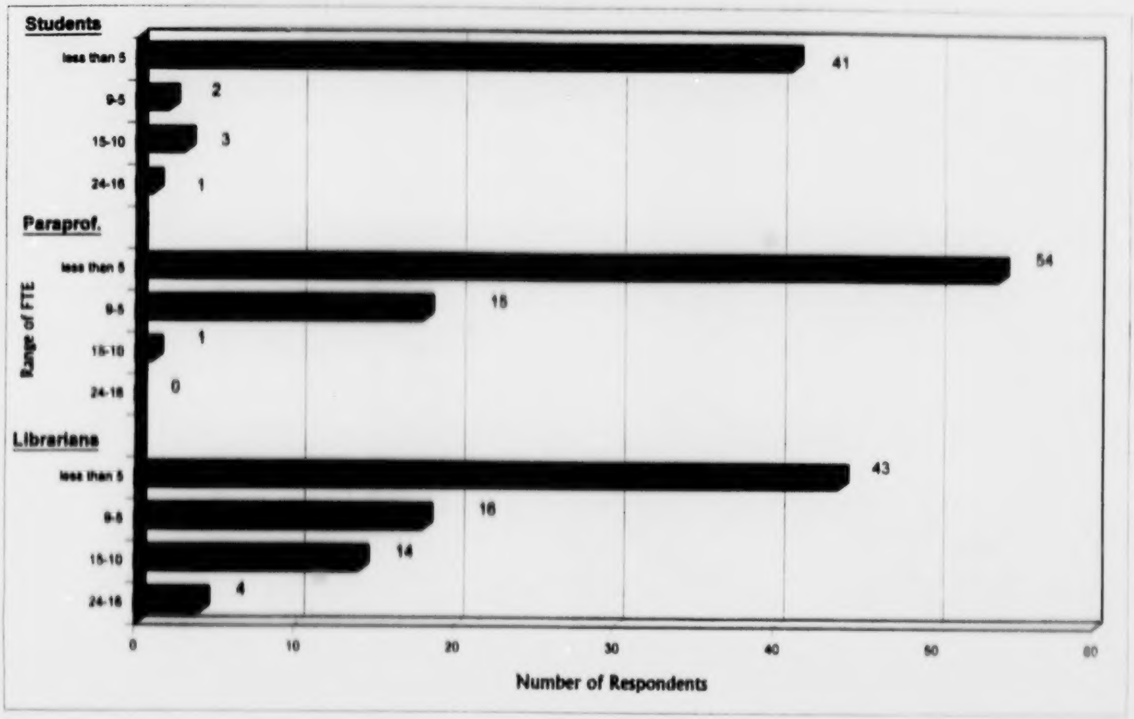


Hours per week public service for documents is provided, by number of respondents

(Question 14)



Categories of FTE staff providing public service for documents, by number of respondents
(Question 15)

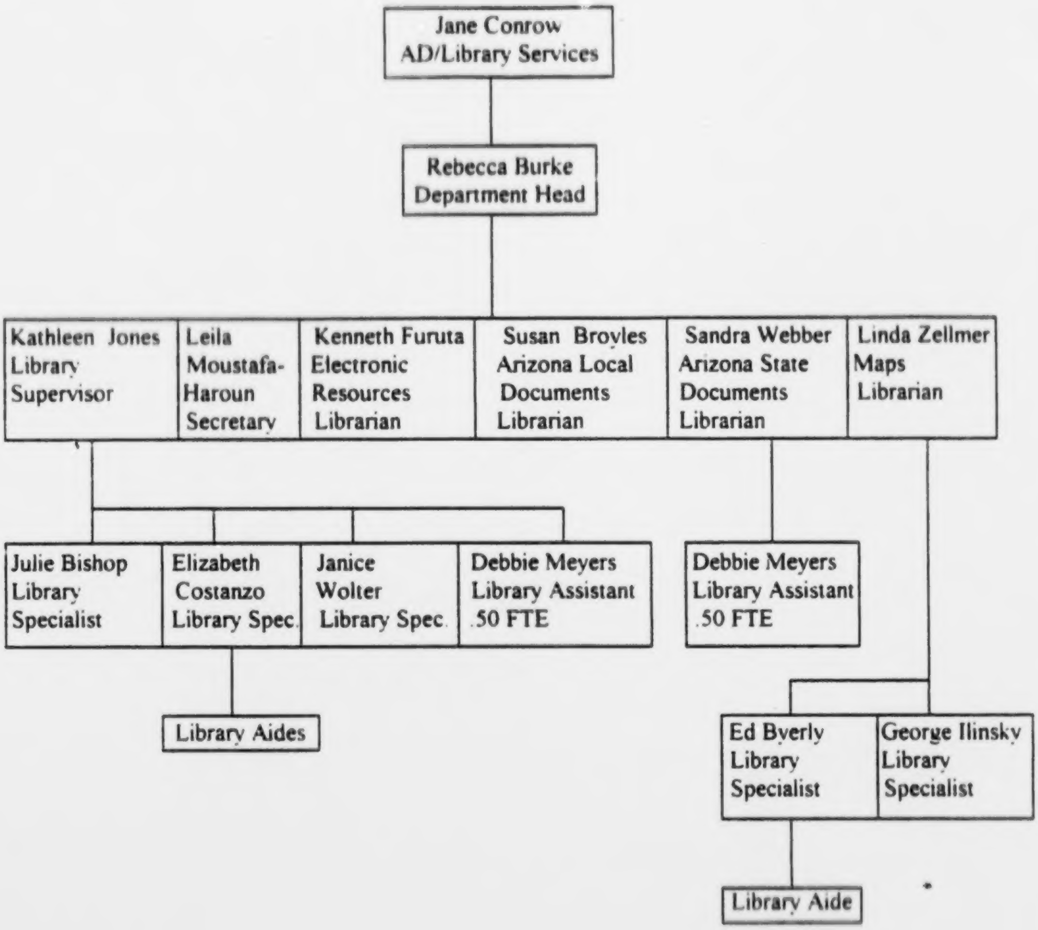


RESPONDING INSTITUTIONS

University of Alabama
University of Alberta
University of Arizona
Arizona State University
Auburn University
University of British Columbia
University of California, Berkeley
University of California, Davis
University of California, Irvine
University of California, Los Angeles
University of California, Riverside
University of California, San Diego
University of California, Santa Barbara
Center for Research Libraries
University of Chicago
University of Cincinnati
University of Colorado
Colorado State University
Dartmouth College
University of Delaware
Emory University
University of Florida
University of Georgia
Georgia Institute of Technology
University of Guelph
Harvard University
University of Houston
University of Illinois at Chicago
University of Illinois at Urbana-Champaign
Indiana University
University of Iowa
Iowa State University
Johns Hopkins University
Kent State University
University of Kentucky
Laval University
Library of Congress
Linda Hall Library
Louisiana State University
University of Maryland
University of Massachusetts
McGill University
McMaster University
University of Miami
University of Michigan
Michigan State University
University of Minnesota
University of Missouri - Columbia
National Library of Canada
University of Nebraska - Lincoln
University of New Mexico
New York Public Library
New York State Library
New York University
University of North Carolina
North Carolina State University
Northwestern University
Ohio University
Ohio State University
University of Oklahoma
Pennsylvania State University
University of Pittsburgh
Princeton University
Purdue University
Queen's University
Rice University
University of Rochester
Rutgers University
Smithsonian Institution Libraries
University of South Carolina
University of Southern California
SUNY, Albany
SUNY, Buffalo
Temple University
University of Tennessee
University of Texas
Texas A&M University
University of Toronto
University of Utah
University of Virginia
Virginia Tech
University of Washington
Washington University at St. Louis
University of Waterloo
Wayne State University
University of Wisconsin-Madison
Yale University
York University

ORGANIZATION CHARTS

GOVERNMENT DOCUMENTS & MAPS DEPARTMENT


Jane Conrow AD/Library Services
Rebecca Burke Department Head
Kathleen Jones Library Supervisor
Leila Moustafa-Haroun Secretary
Kenneth Furuta Electronic Resources Librarian
Susan Broyles Arizona Local Documents Librarian
Sandra Webber Arizona State Documents Librarian
Linda Zellmer Maps Librarian
Julie Bishop Library Specialist
Elizabeth Costanzo Library Spec.
Janice Wolter Library Spec.
Debbie Meyers Library Assistant .50 FTE
Debbie Meyers Library Assistant .50 FTE
Library Aides
Ed Byerly Library Specialist
George Ilinsky Library Specialist
Library Aide

Frm. 006 Rev. 2/23/97

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Jennie Chan, Administrative Assistant II

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Judy Horn, Librarian

Librarians
Kay Collins, United States Government Publications Librarian
Margaret Renton, International Government Publications Librarian (0.50 FTE)
Yvonne Wilson, Orange County Government Publications & Microforms Librarian

Support Staff
Kris Kasianovitz, LA IV

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Librarian
Colby Riggs, Librarian

Programmer Analysts
Margaret Tapper, PA III
*VACANT, PA III
Chester Wong, PA II
Raymond Camero, PA I
Neil Perry, PA I
Chan, Banh, CRS I (casual)

Senior Electronics Technician
Bob Cole, Technician

Support Staff
Jessica Brobst, Administrative Assistant I

# MAIN LIBRARY RESEARCH & INSTRUCTIONAL SERVICES DEPARTMENT

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Lorelei Tanji, Fine Arts Librarian
Carol Womack, Business Librarian
Christina Woo, Social Sciences Librarian
Angela Yang, Multicultural Services Librarian
*VACANT, Romance and German Literature Librarian

Support Staff
Jan Rylaarsdam, LA IV

Sandy Alvidrez, LA III
Judith Martin, LA III (0.50 FTE)
Michael Martinez, LA III
Samantha Thompson-Franklin, LA III (0.50 FTE)

ASAP Information Services
Samantha Thompson-Franklin, LA III (0.50 FTE)

Multimedia Resources Center
Collette Ford, Multimedia Resources Librarian

Joe Lippitt, Senior Producer-Director
Sam Hui, PA I (0.50 FTE)

MEDICAL CENTER LIBRARY

Department Head
Rochelle Minchow, Librarian

Reference Librarians
James Crooks, Health Sciences Librarian
Linda Murphy, Health Sciences Librarian

Access Services Coordinator
Margaret Linton, LA V

Circulation/Serials
Nancy Chacon, LA III

Document Access and Delivery
Kirk McCune, LA IV Supervisor
*VACANT

Programmer Analyst
*VACANT, PA II

SCIENCE LIBRARY RESEARCH & INSTRUCTIONAL SERVICES DEPARTMENT

Department Head
Susan Lessick, Librarian

Reference Librarians, Bibliographers
Steve Clancy, Health Sciences Librarian
Julia Gelfand, Applied Sciences Librarian
Kathryn Kjaer, Physics Librarian
April Love, Chemistry Librarian
Barb Lucas, Health Sciences Librarian
Sandra Martin, Health Sciences Coordinator
Locke Morrisey, Engineering Librarian
John Sisson, Biological Sciences Librarian

Support Staff
Jan McKnight, LA V

Michelle Byerly, LA II
Rayna Hamre, LA III
Elaine Hernandez, LA III

Interactive Learning Center
Jeff Schneidewind, LA V

Andrew Hill, PA II (0.50 FTE)

* Recruitment in progress

# In coordination with the Government Information Dept., staffs a shared reference desk and provides reference service to documents.

Revised as of August 15, 1997

UCI Libraries

TECHNICAL SERVICES DIVISION

8/97

- **CYNTHIA CLARK**, AUL FOR TECHNICAL SERVICES
  - ELIZABETH STINSON, ADMINISTRATIVE ASSISTANT II
  - **TIM MCADAM**, ACQUISITIONS
    - ANNE FINNEGAN, MONOGRAPH RECEIVING TEAM*
    - SHEILA MORRISSEY, ORDERING TEAM*
    - SUE WHITING, SERIALS RECEIVING TEAM*
  - **CHERYL KUGLER**, CATALOG
    - CHERYL KUGLER, MAINTENANCE TEAM*
    - LYDIA SHAHID, MONOGRAPH & MULTIMEDIA TEAM*
    - SALLY TSENG, SERIALS TEAM*
    - ABRAHAM YU, EAST ASIAN TEAM
  - **ERIC MACDONALD**, PRESERVATION
    - CONNIE LEFEVRE, PHYSICAL PROCESSING TEAM*
    - TOM SAVICKAS, BINDERY & REPAIR TEAM*

---

* These teams have responsibility for processing selected or all documents categories.

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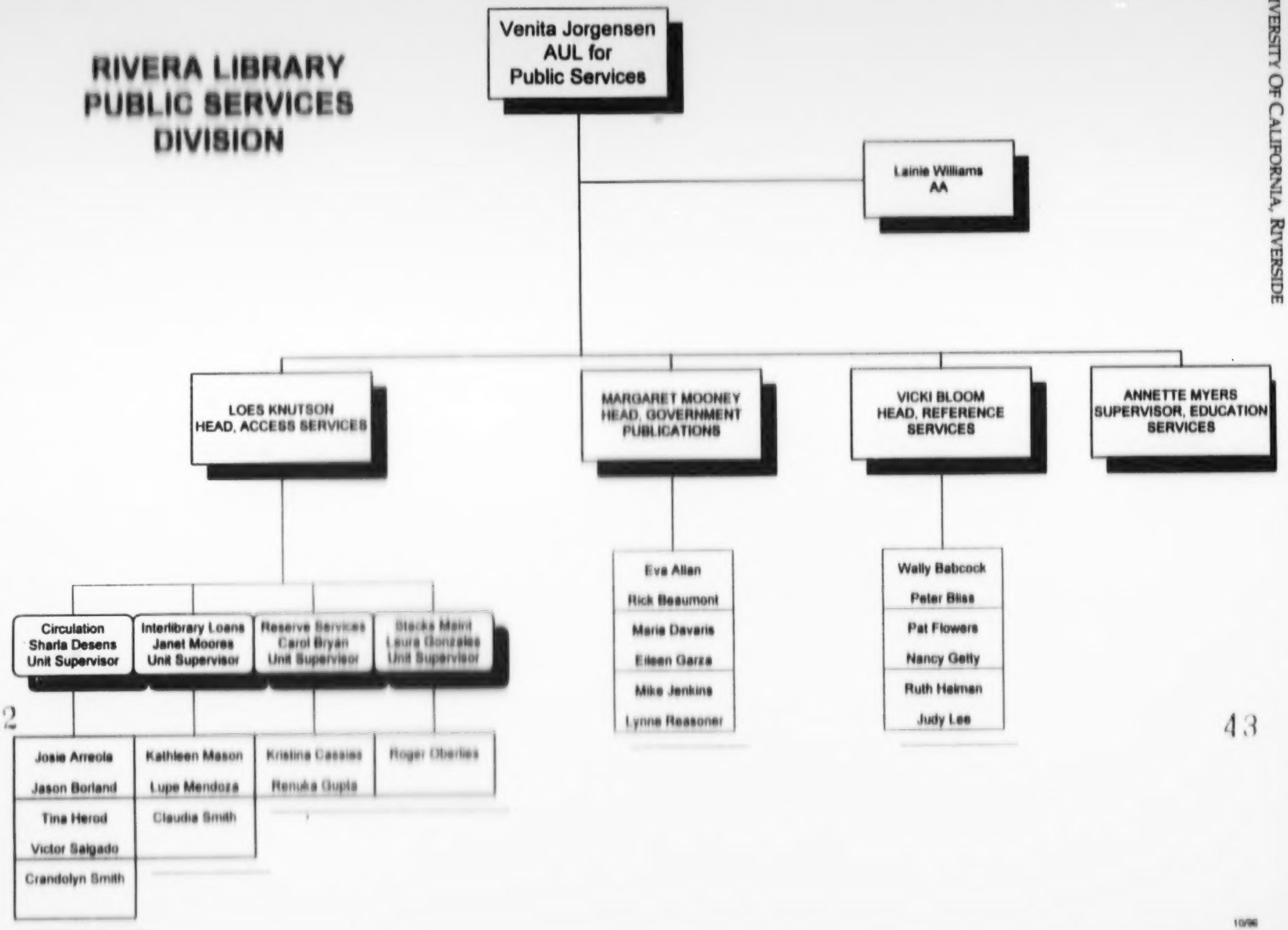
RIVERA LIBRARY PUBLIC SERVICES DIVISION



Venita Jorgensen
AUL for
Public Services

Lainie Williams
AA

LOES KNUTSON
HEAD, ACCESS SERVICES

- Circulation
  Sharla Desens
  Unit Supervisor
  - Josie Arreola
  - Jason Borland
  - Tina Herod
  - Victor Salgado
  - Crandolyn Smith
- Interlibrary Loans
  Janet Moores
  Unit Supervisor
  - Kathleen Mason
  - Lupe Mendoza
  - Claudia Smith
- Reserve Services
  Carol Bryan
  Unit Supervisor
  - Kristina Cassies
  - Renuka Gupta
- Stacks Maint
  Laura Gonzales
  Unit Supervisor
  - Roger Oberlies

MARGARET MOONEY
HEAD, GOVERNMENT PUBLICATIONS

- Eva Allan
- Rick Beaumont
- Maria Davaris
- Eileen Garza
- Mike Jenkins
- Lynne Reasoner

VICKI BLOOM
HEAD, REFERENCE SERVICES

- Wally Babcock
- Peter Bliss
- Pat Flowers
- Nancy Getty
- Ruth Haiman
- Judy Lee

ANNETTE MYERS
SUPERVISOR, EDUCATION SERVICES

10/96

UNIVERSITY LIBRARIES ORGANIZATIONAL CHART

Government Documents Department

Dean & University Librarian
David Kohl

Division Head: Information Services
Cheryl Albrecht
Associate Senior Librarian

Head: Government Documents Department
Karen Kottsy
Associate Librarian

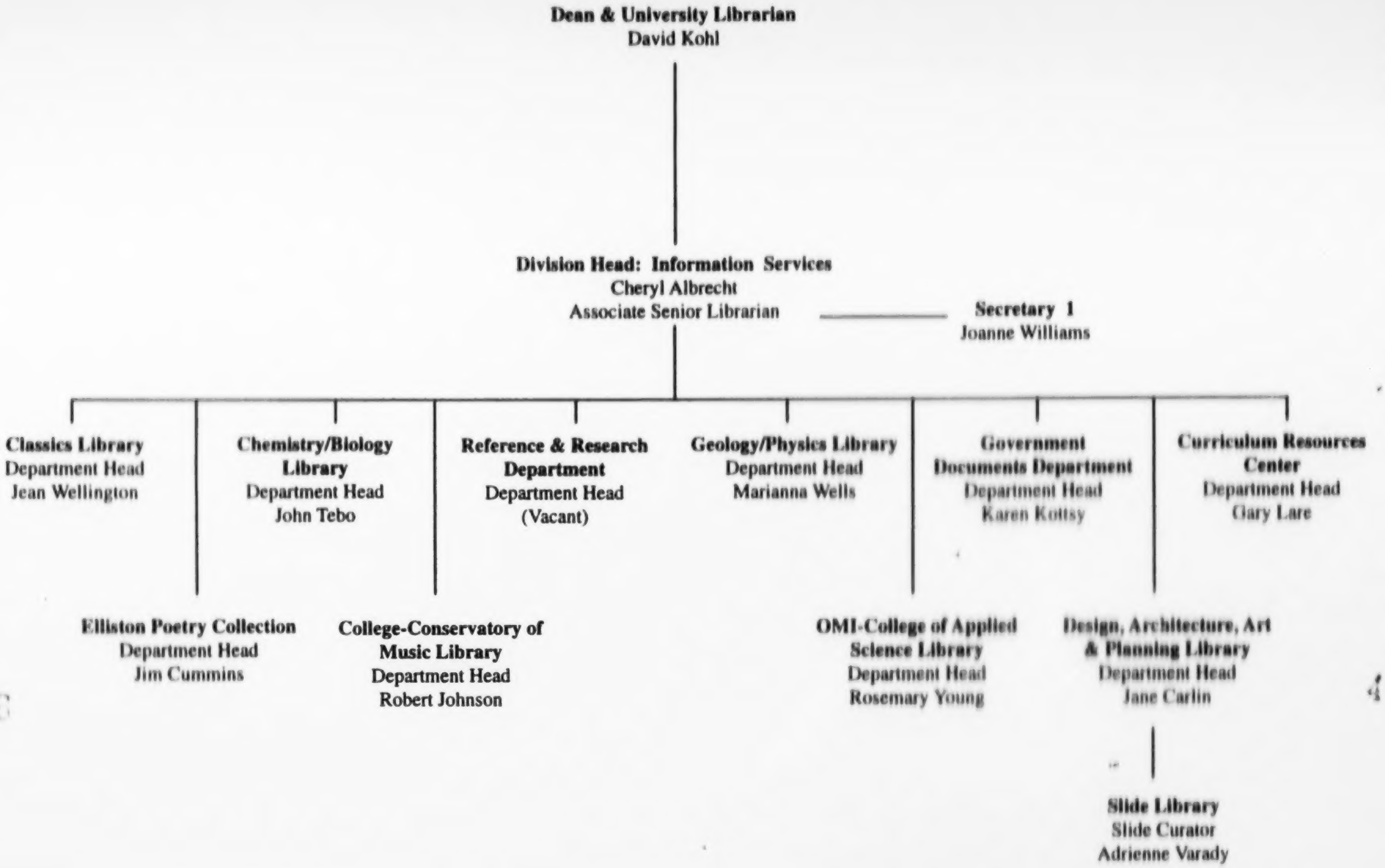
Library Associate 2
Kathy Kinsey

Library Associate 1
Denise Sharp

Revised: Sept 1996

UNIVERSITY LIBRARIES ORGANIZATIONAL CHART

Information Services Division



Dean & University Librarian
David Kohl

Division Head: Information Services
Cheryl Albrecht
Associate Senior Librarian

Secretary 1
Joanne Williams

Classics Library
Department Head
Jean Wellington

Chemistry/Biology Library
Department Head
John Tebo

Reference & Research Department
Department Head
(Vacant)

Geology/Physics Library
Department Head
Marianna Wells

Government Documents Department
Department Head
Karen Kottsy

Curriculum Resources Center
Department Head
Gary Lare

Elliston Poetry Collection
Department Head
Jim Cummins

College-Conservatory of Music Library
Department Head
Robert Johnson

OMI-College of Applied Science Library
Department Head
Rosemary Young

Design, Architecture, Art & Planning Library
Department Head
Jane Carlin

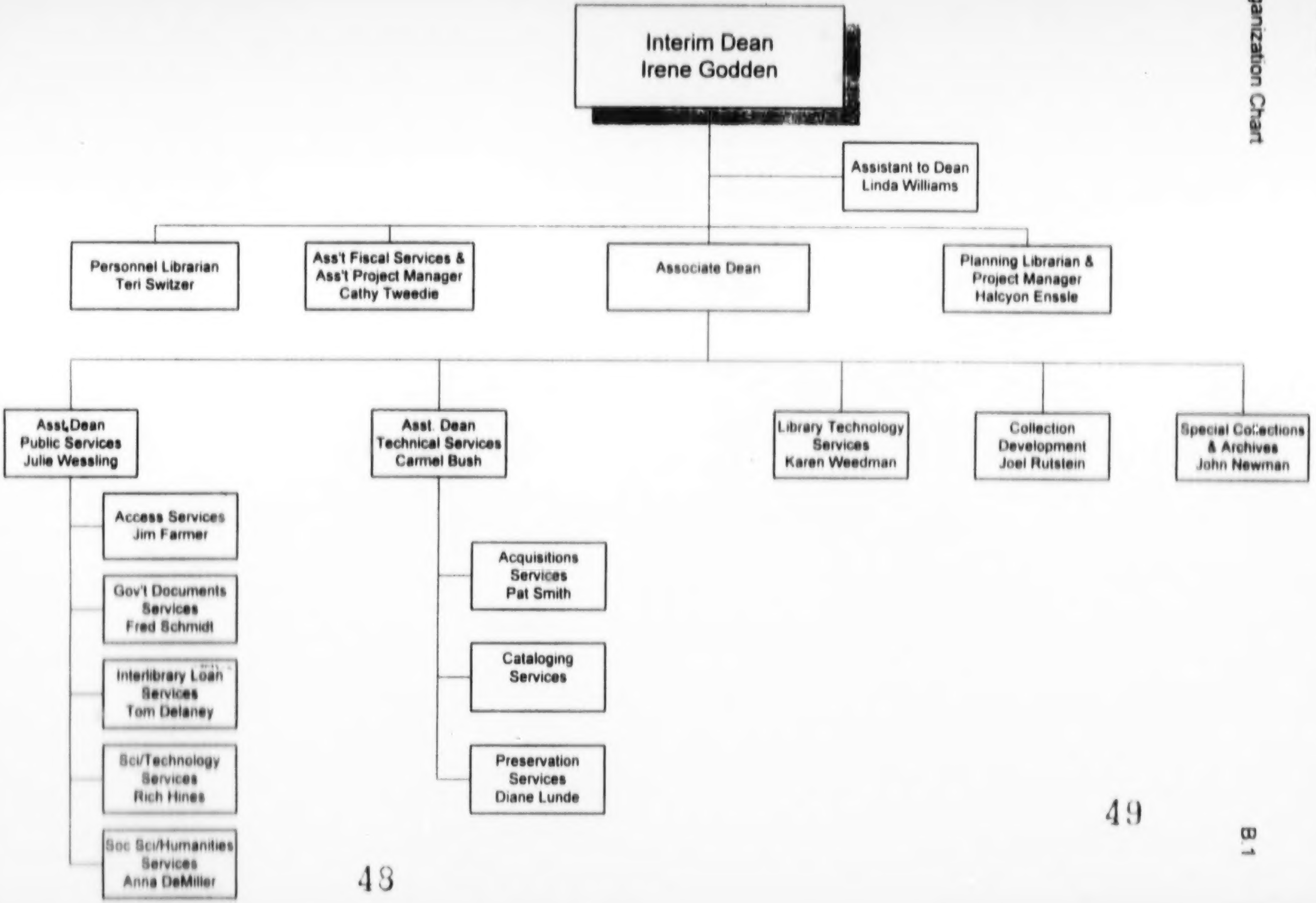
Slide Library
Slide Curator
Adrienne Varady

46 47

Revised: Sept 1996

Colorado State University Libraries

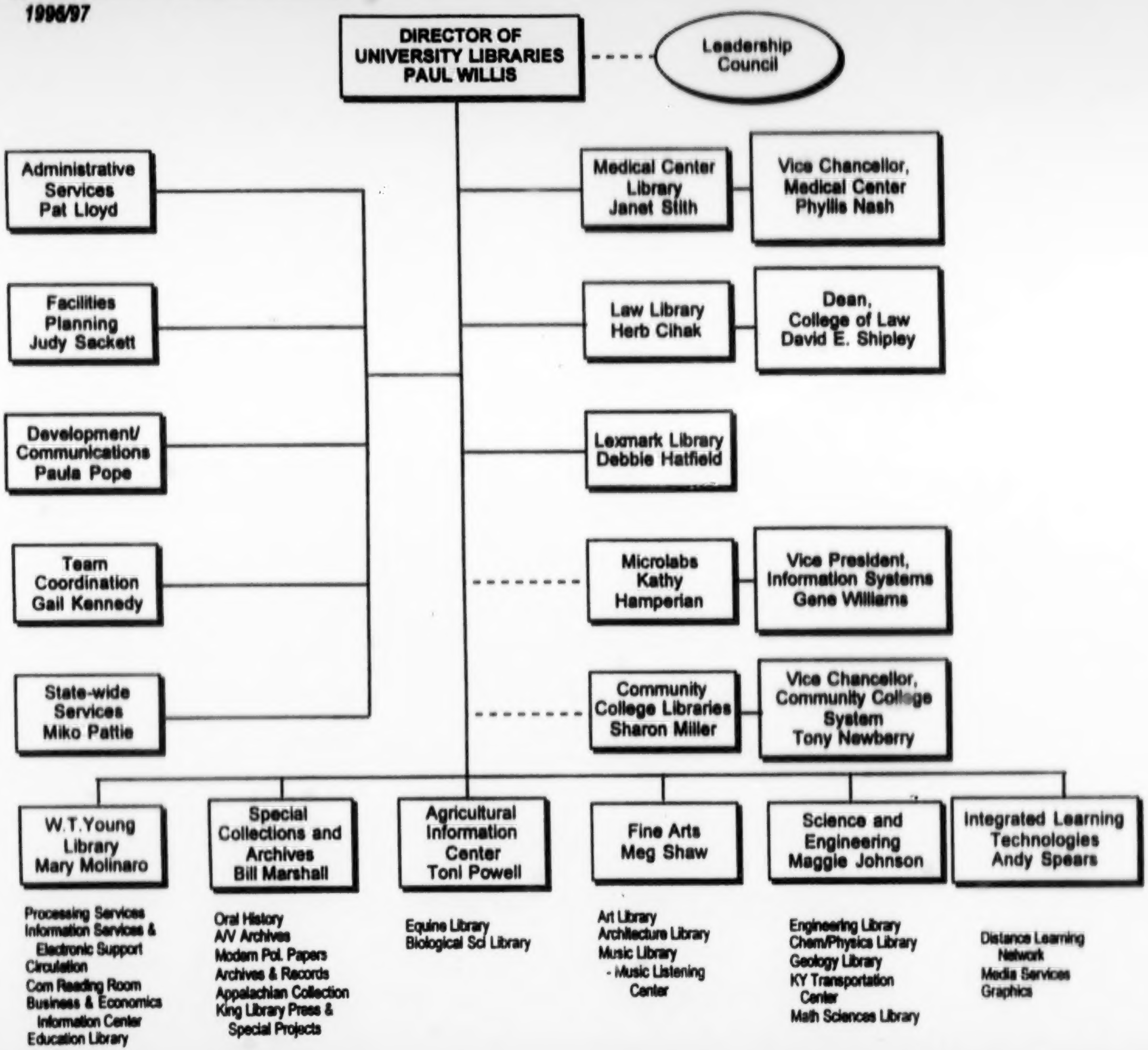
December 6, 1996



- Interim Dean
Irene Godden
  - Assistant to Dean
Linda Williams
  - Personnel Librarian
Teri Switzer
  - Ass't Fiscal Services & Ass't Project Manager
Cathy Tweedie
  - Associate Dean
    - Asst. Dean Public Services
Julie Wessling
      - Access Services
Jim Farmer
      - Gov't Documents Services
Fred Schmidt
      - Interlibrary Loan Services
Tom Delaney
      - Sci/Technology Services
Rich Hines
      - Soc Sci/Humanities Services
Anna DeMiller
    - Asst. Dean Technical Services
Carmel Bush
      - Acquisitions Services
Pat Smith
      - Cataloging Services
      - Preservation Services
Diane Lunde
    - Library Technology Services
Karen Weedman
    - Collection Development
Joel Rutstein
    - Special Collections & Archives
John Newman
  - Planning Librarian & Project Manager
Halcyon Enssle

UNIVERSITY OF KENTUCKY LIBRARIES ORGANIZATION
1996/97

12/17/96


DIRECTOR OF UNIVERSITY LIBRARIES PAUL WILLIS
Leadership Council
Administrative Services Pat Lloyd
Facilities Planning Judy Sackett
Development/ Communications Paula Pope
Team Coordination Gail Kennedy
State-wide Services Miko Pattie
Medical Center Library Janet Stith
Vice Chancellor, Medical Center Phyllis Nash
Law Library Herb Cihak
Dean, College of Law David E. Shipley
Lexmark Library Debbie Hatfield
Microlabs Kathy Hamperian
Vice President, Information Systems Gene Williams
Community College Libraries Sharon Miller
Vice Chancellor, Community College System Tony Newberry
W.T.Young Library Mary Molinaro
Processing Services
Information Services & Electronic Support
Circulation
Com Reading Room
Business & Economics Information Center
Education Library
Special Collections and Archives Bill Marshall
Oral History
A/V Archives
Modern Pol. Papers
Archives & Records
Appalachian Collection
King Library Press & Special Projects
Agricultural Information Center Toni Powell
Equine Library
Biological Sci Library
Fine Arts Meg Shaw
Art Library
Architecture Library
Music Library
- Music Listening Center
Science and Engineering Maggie Johnson
Engineering Library
Chem/Physics Library
Geology Library
KY Transportation Center
Math Sciences Library
Integrated Learning Technologies Andy Spears
Distance Learning Network
Media Services
Graphics

1996/97

- Medical Center Library
- Law Library
- W.T. Young Library
- Fine Arts
- Microlabs
- Special Collections and Archives
- Agricultural Information Center
- Science and Engineering
- Integrated Learning Technologies

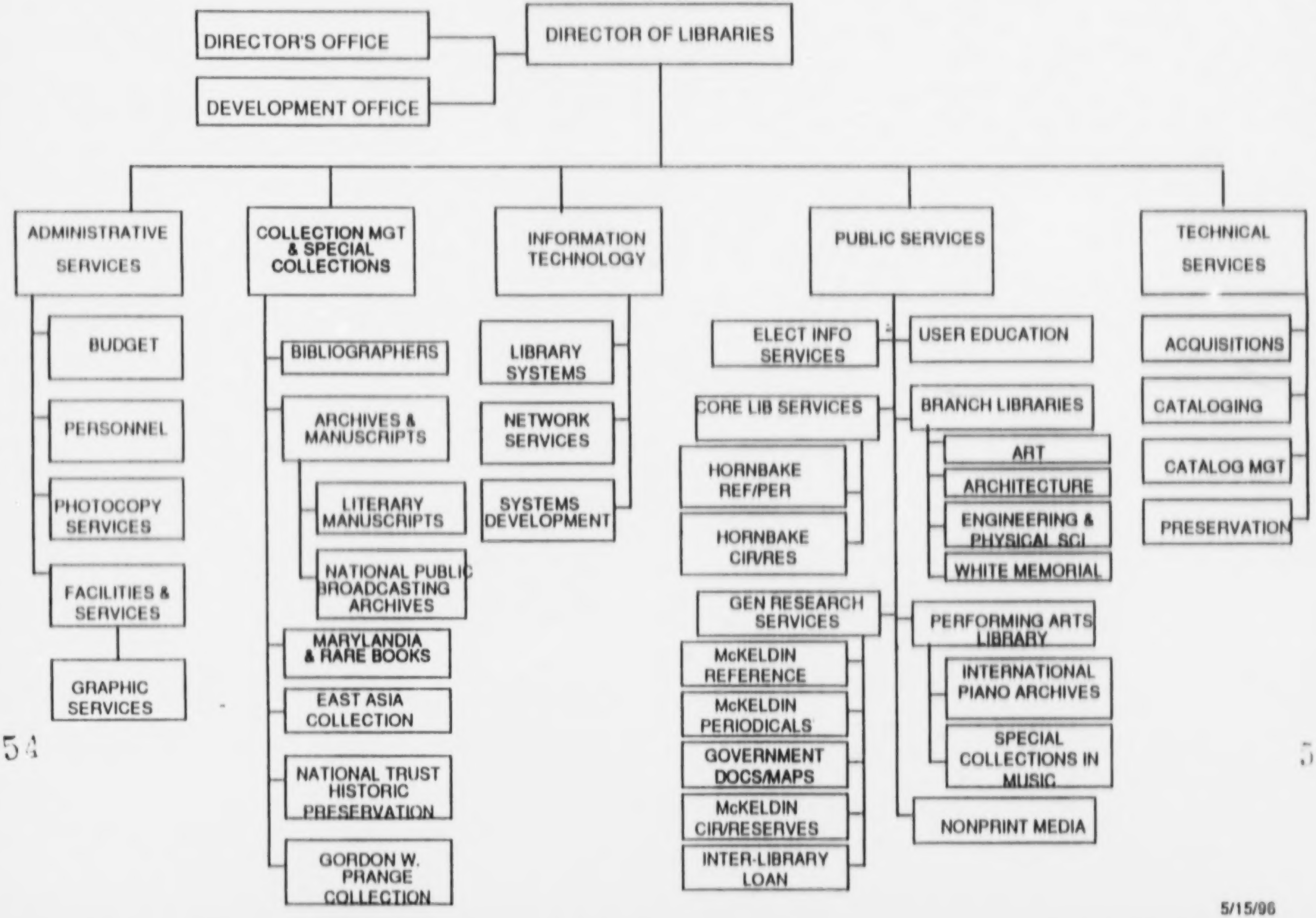
University of Kentucky Libraries Leadership Council
Paul Willis, Team Leader

- Administrative Services
- Facilities Planning
- Development/Communications
- Team Coordination
- Community College Libraries
- State Wide Services
- Elected Staff Representative
- Elected Faculty Representative

Leadership Council Purpose: To provide overall Leadership and management for the UK Libraries and to assure that the Libraries meet objectives assigned by the University Strategic Plan.

Membership: Individuals who report to the Director of Libraries and have responsibilities with library system-wide implications. In addition, a representative from the Community College Libraries, Microlabs, and elected representatives from the library faculty and Assembly of Clerical and Technical staff are members of the Leadership Council.

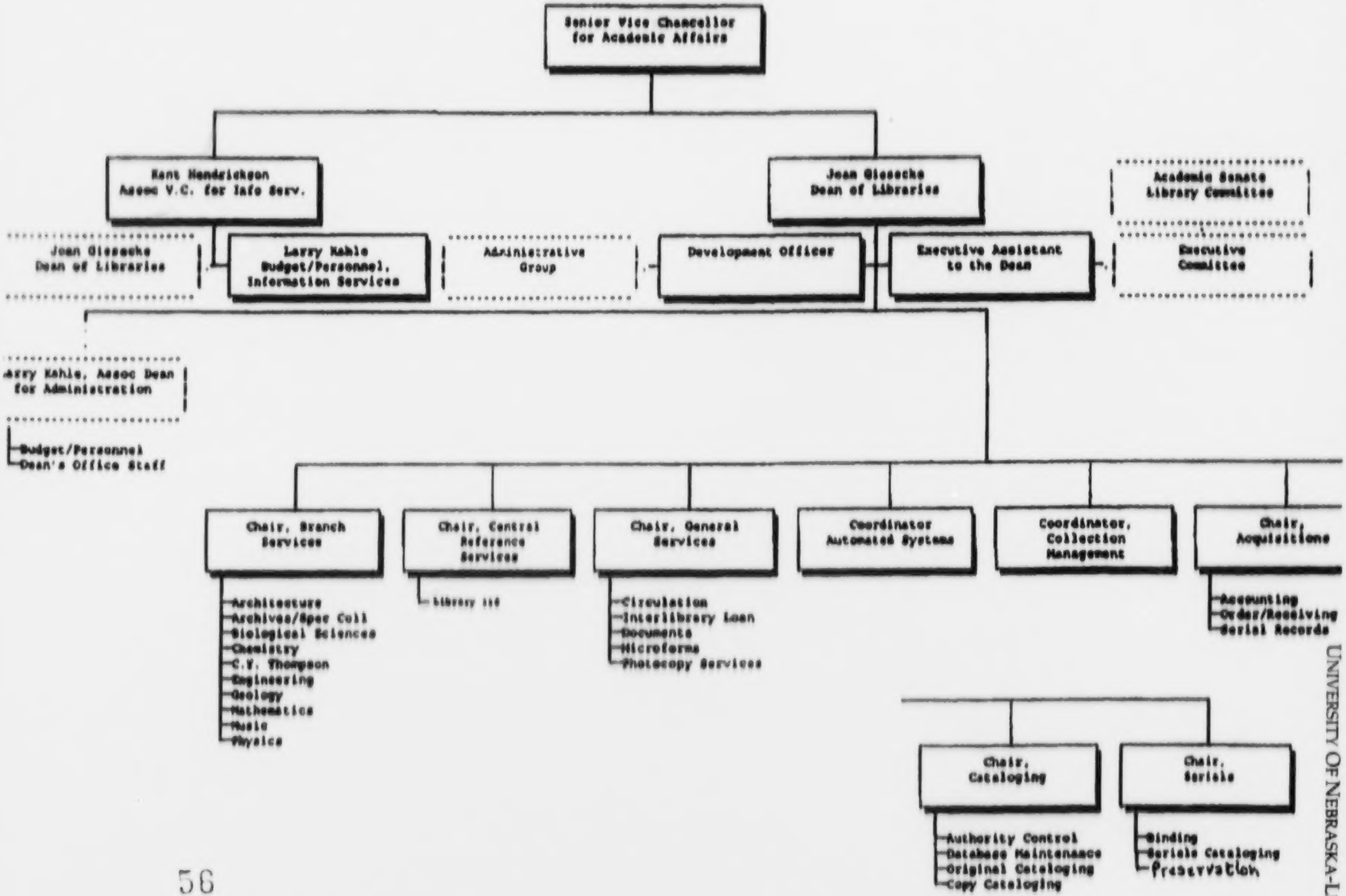
UNIVERSITY OF MARYLAND LIBRARY SYSTEM
(COLLEGE PARK CAMPUS)



- DIRECTOR OF LIBRARIES
  - DIRECTOR'S OFFICE
  - DEVELOPMENT OFFICE
  - ADMINISTRATIVE SERVICES
    - BUDGET
    - PERSONNEL
    - PHOTOCOPY SERVICES
    - FACILITIES & SERVICES
      - GRAPHIC SERVICES
  - COLLECTION MGT & SPECIAL COLLECTIONS
    - BIBLIOGRAPHERS
    - ARCHIVES & MANUSCRIPTS
      - LITERARY MANUSCRIPTS
      - NATIONAL PUBLIC BROADCASTING ARCHIVES
    - MARYLANDIA & RARE BOOKS
    - EAST ASIA COLLECTION
    - NATIONAL TRUST HISTORIC PRESERVATION
    - GORDON W. PRANGE COLLECTION
  - INFORMATION TECHNOLOGY
    - LIBRARY SYSTEMS
    - NETWORK SERVICES
    - SYSTEMS DEVELOPMENT
  - PUBLIC SERVICES
    - ELECT INFO SERVICES
    - CORE LIB SERVICES
      - HORNBAKE REF/PER
      - HORNBAKE CIR/RES
    - GEN RESEARCH SERVICES
      - McKELDIN REFERENCE
      - McKELDIN PERIODICALS
      - GOVERNMENT DOCS/MAPS
      - McKELDIN CIR/RESERVES
      - INTER-LIBRARY LOAN
    - USER EDUCATION
    - BRANCH LIBRARIES
      - ART
      - ARCHITECTURE
      - ENGINEERING & PHYSICAL SCI
      - WHITE MEMORIAL
    - PERFORMING ARTS LIBRARY
      - INTERNATIONAL PIANO ARCHIVES
      - SPECIAL COLLECTIONS IN MUSIC
    - NONPRINT MEDIA
  - TECHNICAL SERVICES
    - ACQUISITIONS
    - CATALOGING
    - CATALOG MGT
    - PRESERVATION

5/15/96

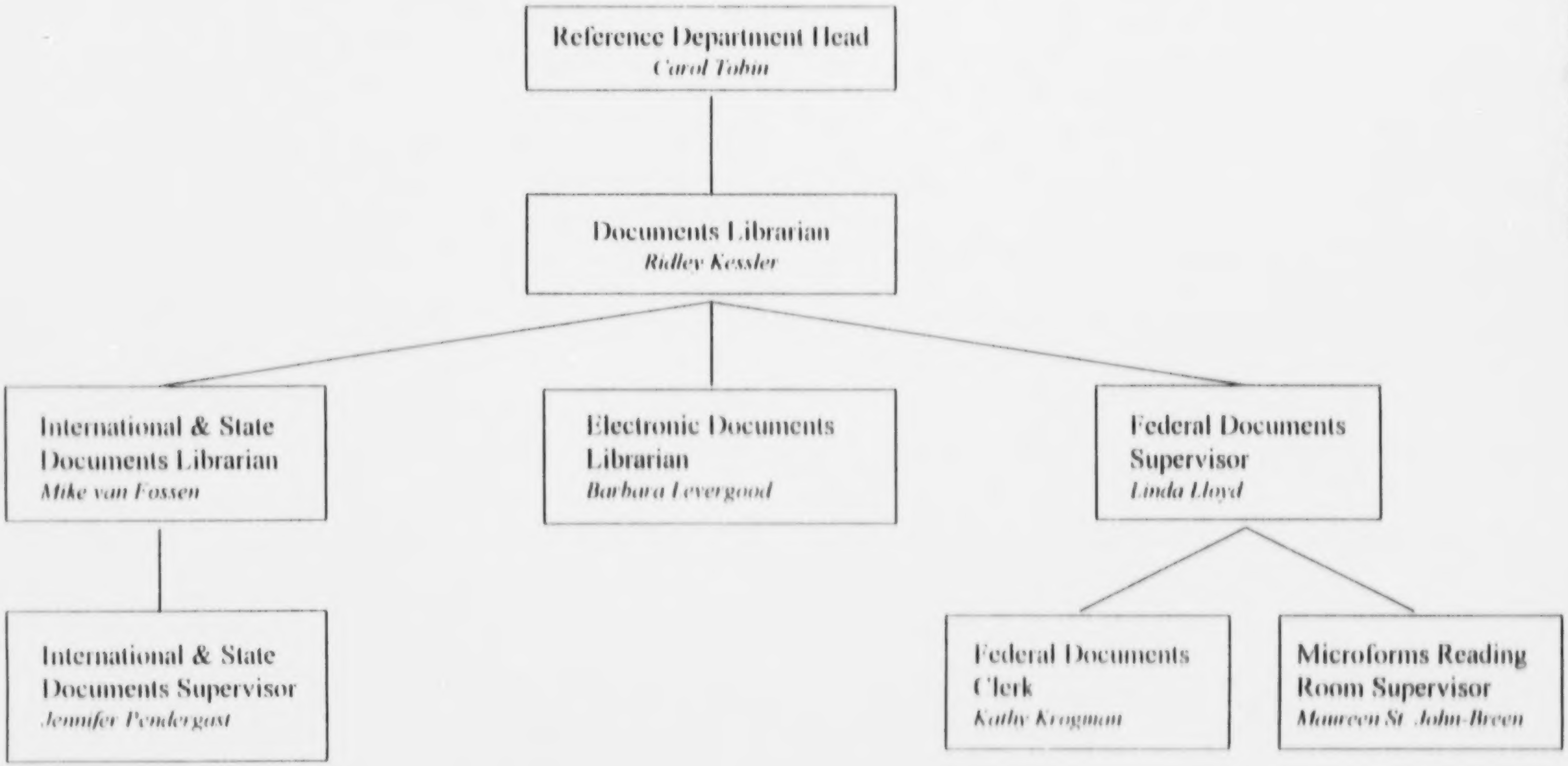
UNIVERSITY LIBRARIES
University of Nebraska-Lincoln
March 1996



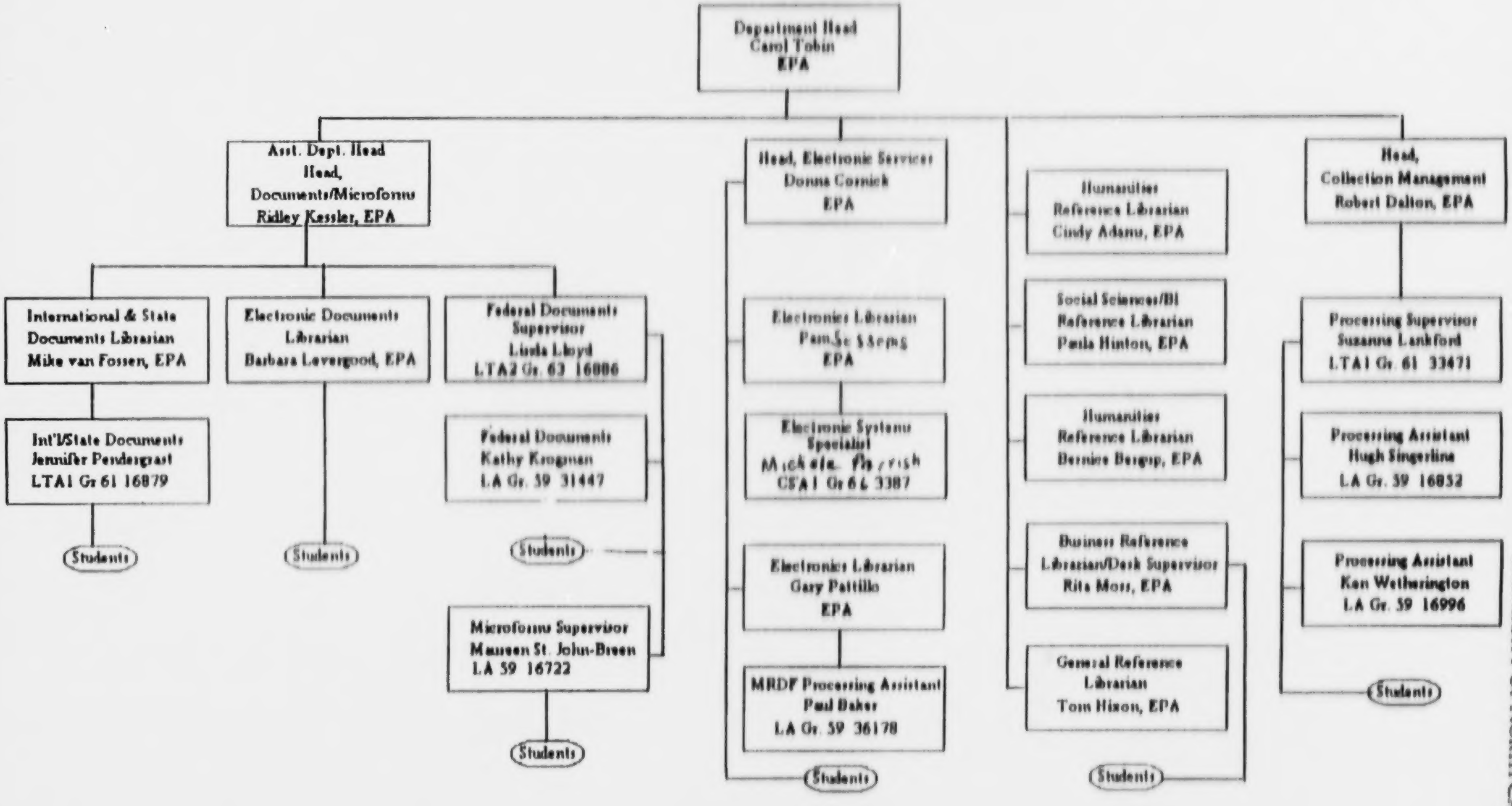
Senior Vice Chancellor for Academic Affairs
Kent Hendrickson Assoc V.C. for Info Serv.
Joan Giesecke Dean of Libraries
Academic Senate Library Committee
Joan Giesecke Dean of Libraries
Larry Kahle Budget/Personnel, Information Services
Administrative Group
Development Officer
Executive Assistant to the Dean
Executive Committee
Larry Kahle, Assoc Dean for Administration
Budget/Personnel
Dean's Office Staff
Chair, Branch Services
Architecture
Archives/Spec Coll
Biological Sciences
Chemistry
C.Y. Thompson
Engineering
Geology
Mathematics
Music
Physics
Chair, Central Reference Services
Library 116
Chair, General Services
Circulation
Interlibrary Loan
Documents
Microforms
Photocopy Services
Coordinator Automated Systems
Coordinator, Collection Management
Chair, Acquisitions
Accounting
Order/Receiving
Serial Records
Chair, Cataloging
Authority Control
Database Maintenance
Original Cataloging
Copy Cataloging
Chair, Serials
Binding
Serials Cataloging
Preservation

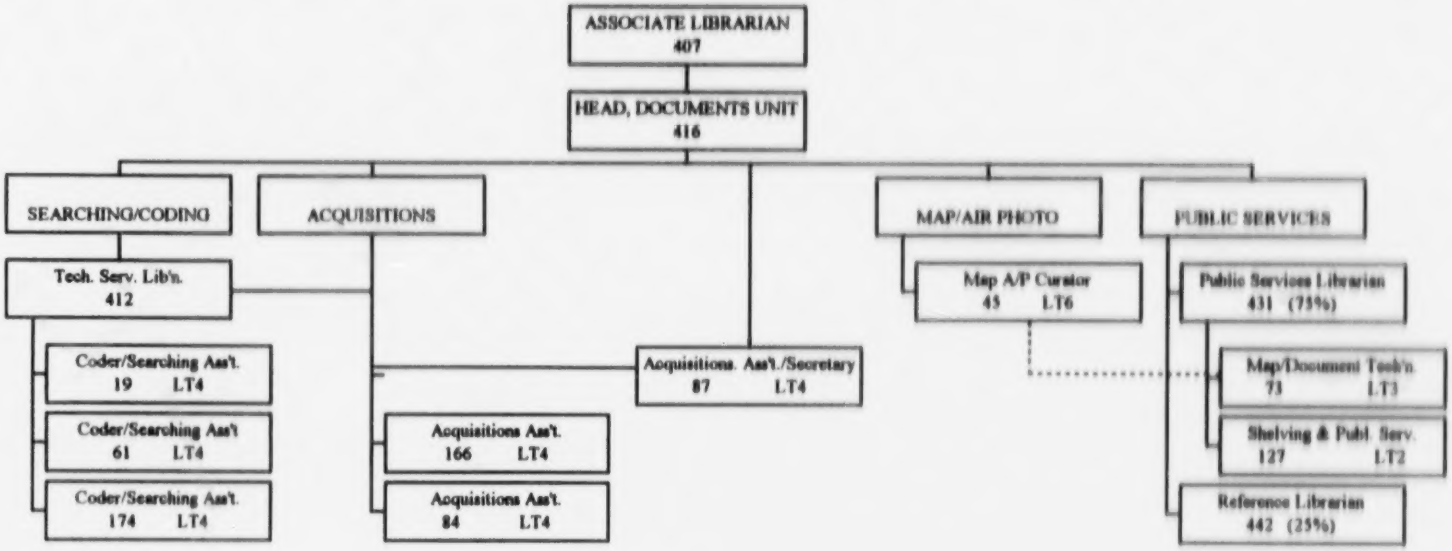
UNIVERSITY OF NEBRASKA-LINCOLN

Documents Section


Reference Department Head
Carol Tobin
Documents Librarian
Ridley Kessler
International & State Documents Librarian
Mike van Fossen
Electronic Documents Librarian
Barbara Levergood
Federal Documents Supervisor
Linda Lloyd
International & State Documents Supervisor
Jennifer Pendergast
Federal Documents Clerk
Kathy Krogman
Microforms Reading Room Supervisor
Maureen St. John-Breen

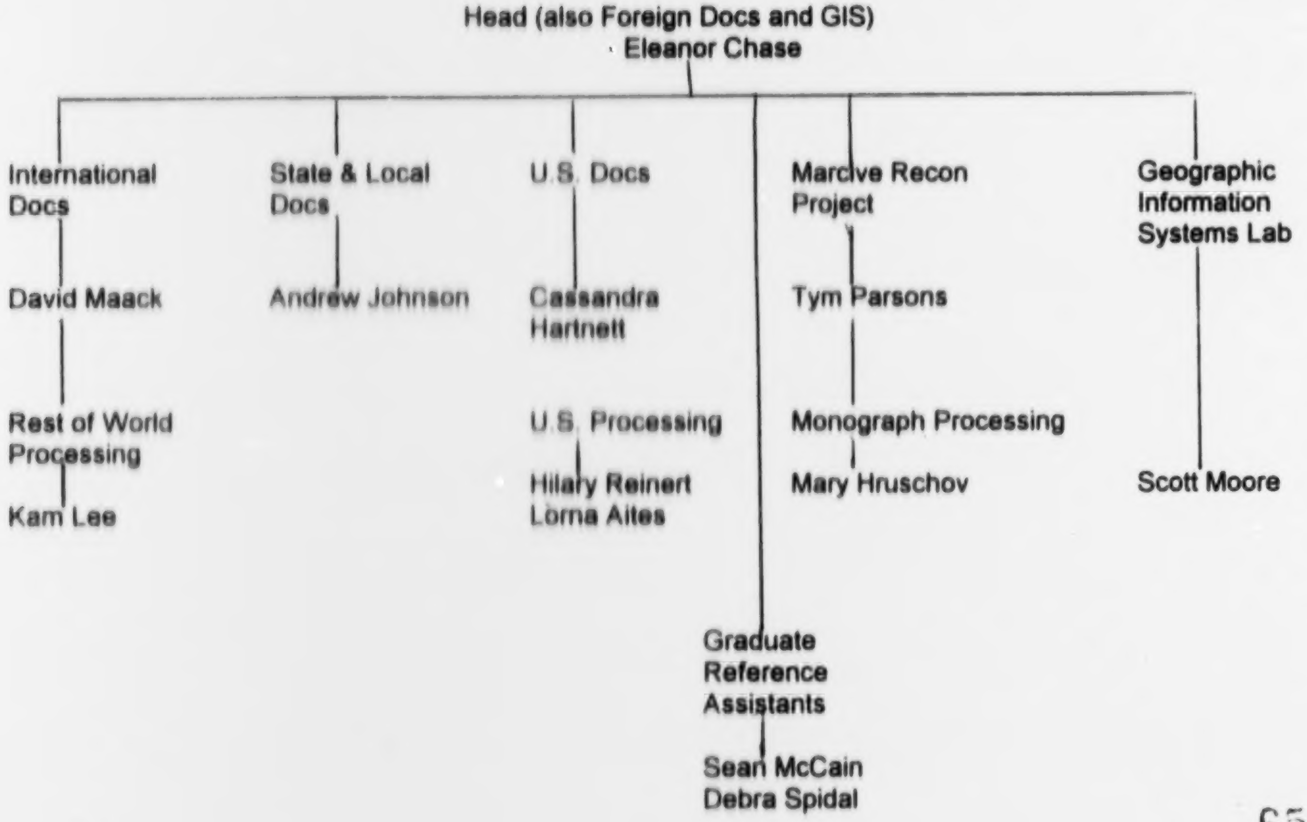
Davis Library Reference Department


Department Head
Carol Tobin
EPA
Asst. Dept. Head
Head,
Documents/Microforms
Ridley Kessler, EPA
Head, Electronic Services
Donna Cornick
EPA
Humanities
Reference Librarian
Cindy Adams, EPA
Head,
Collection Management
Robert Dalton, EPA
International & State
Documents Librarian
Mike van Fossen, EPA
Electronic Documents
Librarian
Barbara Levergood, EPA
Federal Documents
Supervisor
Linda Lloyd
LTA2 Gr. 63 16006
Electronics Librarian
Pam Sessoms
EPA
Social Sciences/BI
Reference Librarian
Paula Hinton, EPA
Processing Supervisor
Suzanne Lankford
LTA1 Gr. 61 33471
Int'l/State Documents
Jennifer Pendergrast
LTA1 Gr 61 16879
Federal Documents
Kathy Krogman
LA Gr. 59 31447
Electronic Systems
Specialist
Michele Parrish
CSA1 Gr 66 3387
Humanities
Reference Librarian
Bernice Bergup, EPA
Processing Assistant
Hugh Singerline
LA Gr. 59 16852
Students
Students
Students
Electronics Librarian
Gary Pattillo
EPA
Business Reference
Librarian/Desk Supervisor
Rita Moss, EPA
Processing Assistant
Ken Wetherington
LA Gr. 59 16996
Microforms Supervisor
Maureen St. John-Breen
LA 59 16722
MRDF Processing Assistant
Paul Baker
LA Gr. 59 36178
General Reference
Librarian
Tom Hixon, EPA
Students
Students
Students
Students

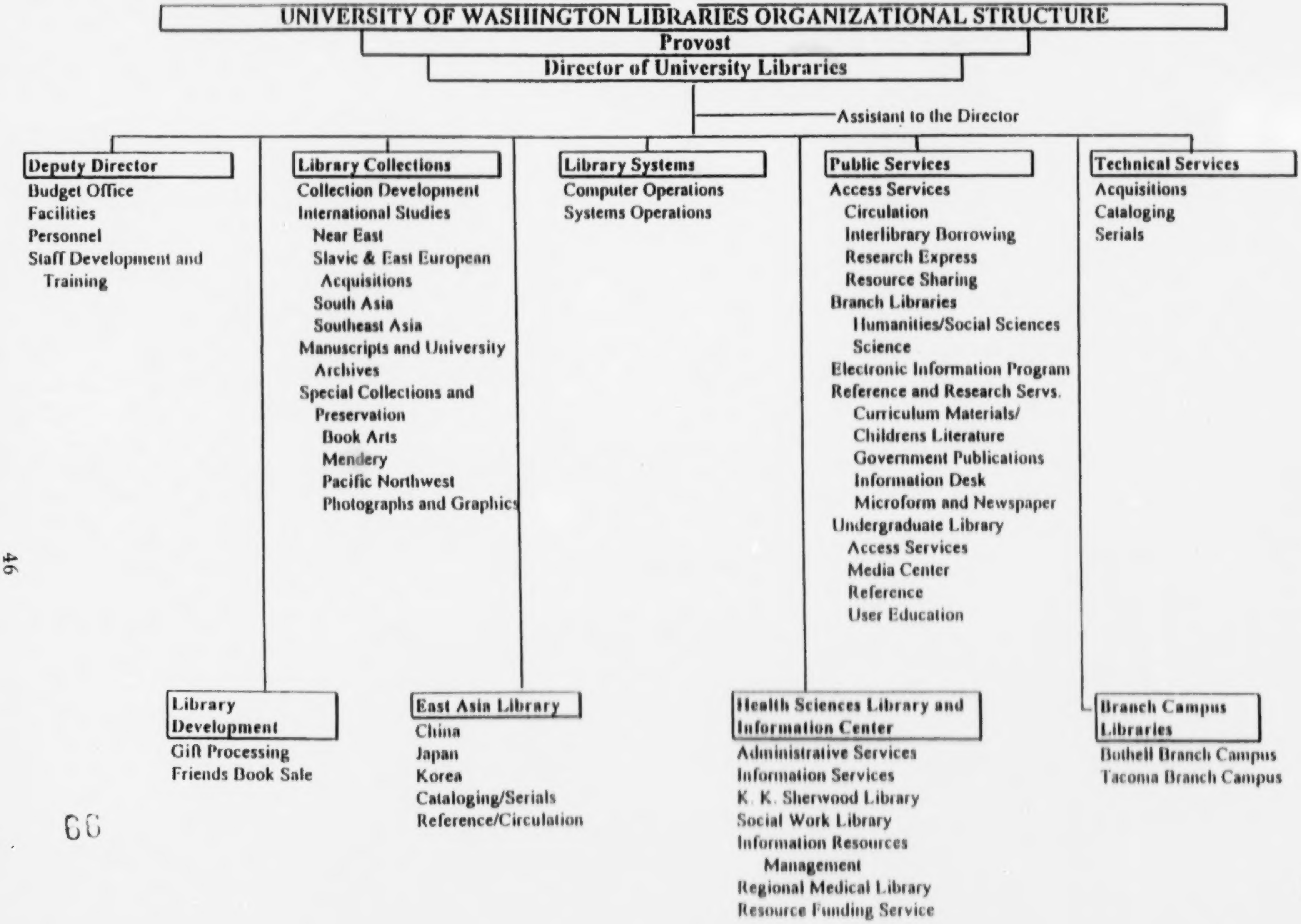

ASSOCIATE LIBRARIAN
407
HEAD, DOCUMENTS UNIT
416
SEARCHING/CODING
ACQUISITIONS
MAP/AIR PHOTO
PUBLIC SERVICES
Tech. Serv. Lib'n.
412
Coder/Searching Ass't.
19 LT4
Coder/Searching Ass't
61 LT4
Coder/Searching Ass't.
174 LT4
Acquisitions Ass't./Secretary
87 LT4
Acquisitions Ass't.
166 LT4
Acquisitions Ass't.
84 LT4
Map A/P Curator
45 LT6
Public Services Librarian
431 (75%)
Map/Document Tech'n.
73 LT3
Shelving & Publ. Serv.
127 LT2
Reference Librarian
442 (25%)

University of Washington Libraries

Government Publications



- Head (also Foreign Docs and GIS) Eleanor Chase
  - International Docs
    - David Maack
      - Rest of World Processing
        - Kam Lee
  - State & Local Docs
    - Andrew Johnson
  - U.S. Docs
    - Cassandra Hartnett
      - U.S. Processing
        - Hilary Reinert
        - Lorna Aites
  - Graduate Reference Assistants
    - Sean McCain
    - Debra Spidal
  - Marcive Recon Project
    - Tym Parsons
      - Monograph Processing
        - Mary Hruschov
  - Geographic Information Systems Lab
    - Scott Moore



UNIVERSITY OF WASHINGTON LIBRARIES ORGANIZATIONAL STRUCTURE

Provost

Director of University Libraries

Assistant to the Director

Deputy Director
- Budget Office
- Facilities
- Personnel
- Staff Development and Training

Library Collections
- Collection Development
- International Studies
  - Near East
  - Slavic & East European Acquisitions
  - South Asia
  - Southeast Asia
- Manuscripts and University Archives
- Special Collections and Preservation
  - Book Arts
  - Mendery
  - Pacific Northwest
  - Photographs and Graphics

Library Systems
- Computer Operations
- Systems Operations

Public Services
- Access Services
  - Circulation
  - Interlibrary Borrowing
  - Research Express
  - Resource Sharing
- Branch Libraries
  - Humanities/Social Sciences
  - Science
- Electronic Information Program
- Reference and Research Servs.
  - Curriculum Materials/ Childrens Literature
  - Government Publications
  - Information Desk
  - Microform and Newspaper
- Undergraduate Library
  - Access Services
  - Media Center
  - Reference
  - User Education

Technical Services
- Acquisitions
- Cataloging
- Serials

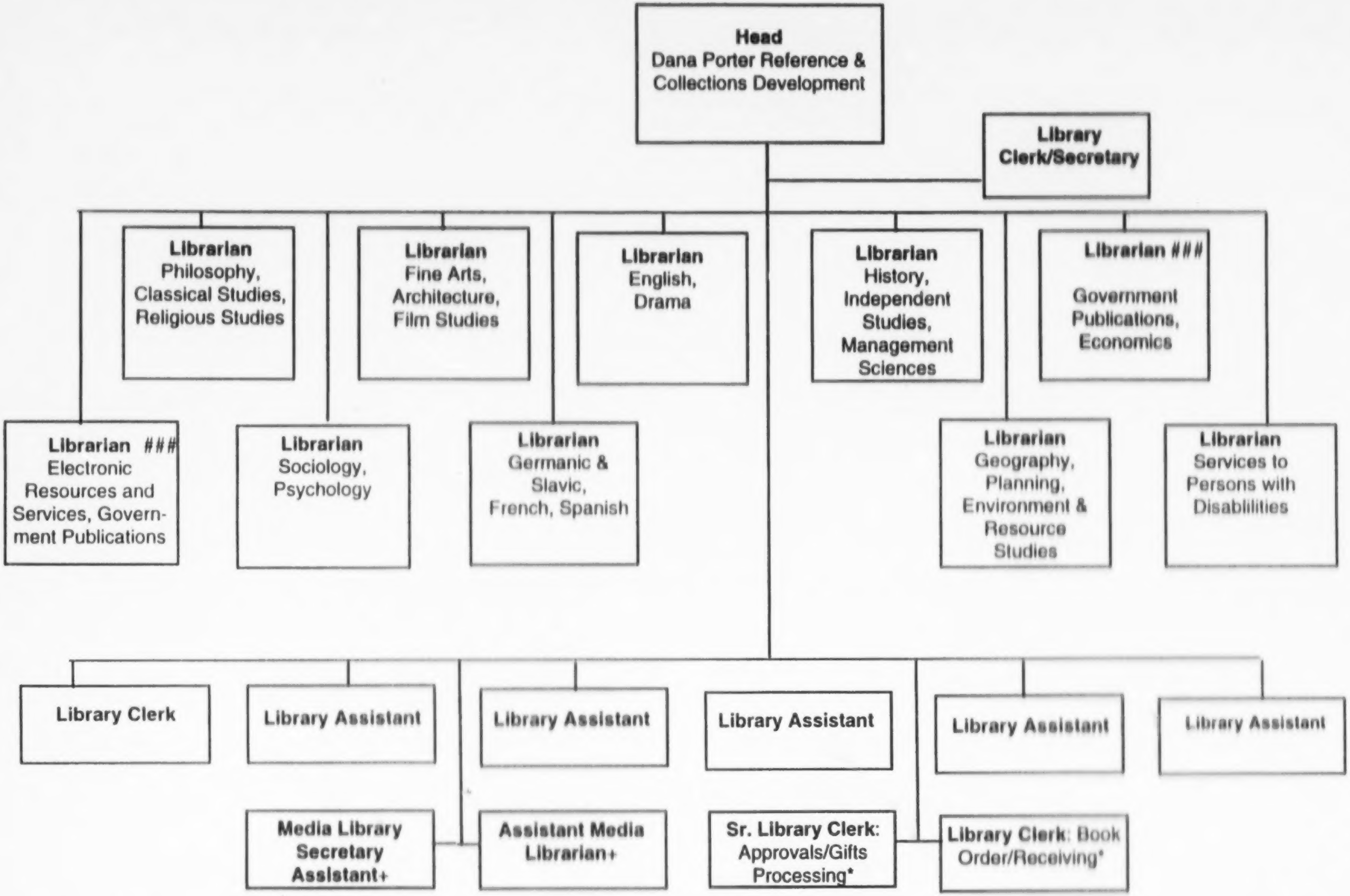
Library Development
- Gift Processing
- Friends Book Sale

East Asia Library
- China
- Japan
- Korea
- Cataloging/Serials
- Reference/Circulation

Health Sciences Library and Information Center
- Administrative Services
- Information Services
- K. K. Sherwood Library
- Social Work Library
- Information Resources Management
- Regional Medical Library
- Resource Funding Service

Branch Campus Libraries
- Bothell Branch Campus
- Tacoma Branch Campus

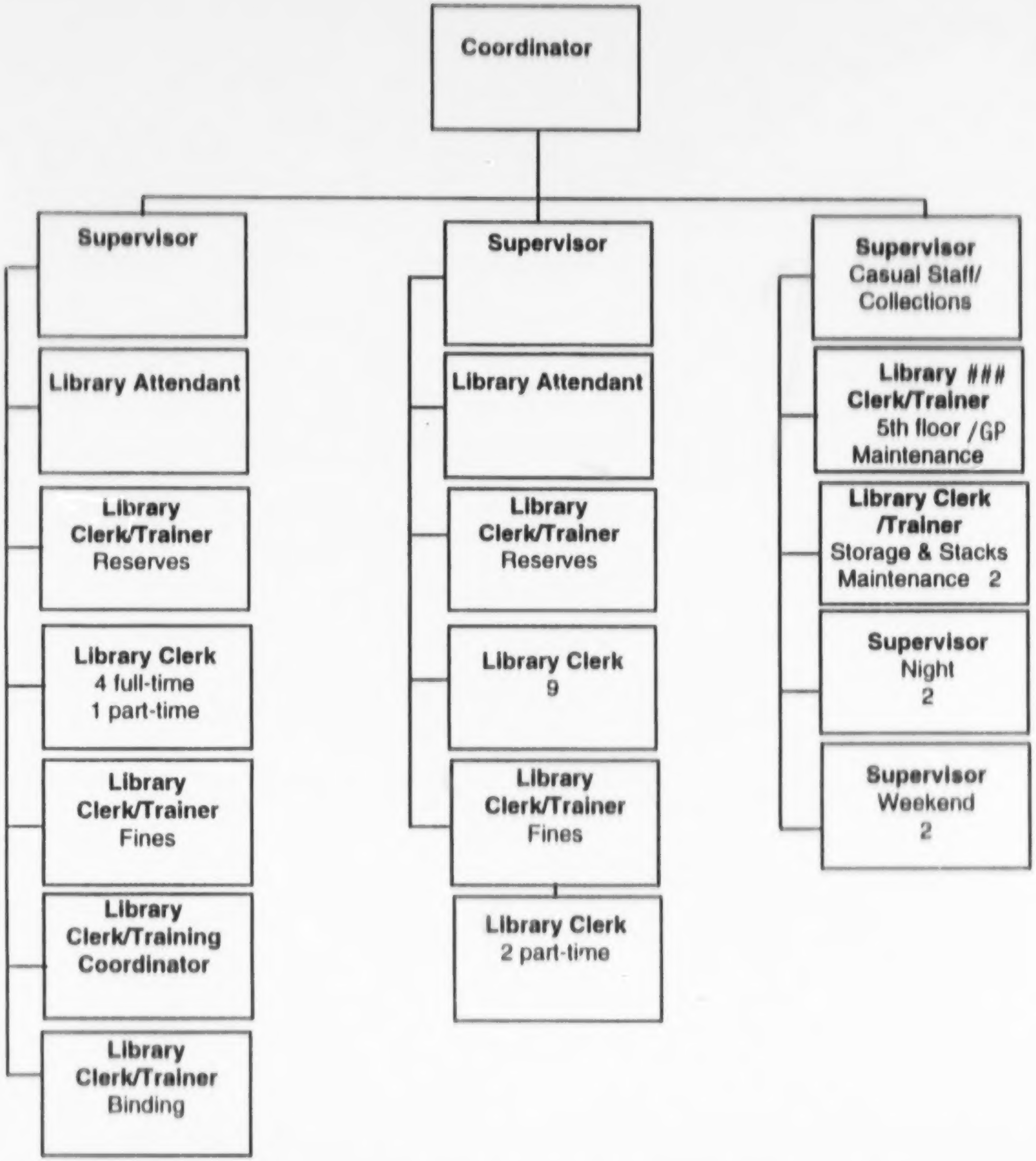
Dana Porter Reference & Collections Development Department


Head
Dana Porter Reference & Collections Development
Library Clerk/Secretary
Librarian
Philosophy, Classical Studies, Religious Studies
Librarian
Fine Arts, Architecture, Film Studies
Librarian
English, Drama
Librarian
History, Independent Studies, Management Sciences
Librarian ###
Government Publications, Economics
Librarian ###
Electronic Resources and Services, Government Publications
Librarian
Sociology, Psychology
Librarian
Germanic & Slavic, French, Spanish
Librarian
Geography, Planning, Environment & Resource Studies
Librarian
Services to Persons with Disablilities
Library Clerk
Library Assistant
Library Assistant
Library Assistant
Library Assistant
Library Assistant
Media Library Secretary Assistant+
Assistant Media Librarian+
Sr. Library Clerk: Approvals/Gifts Processing*
Library Clerk: Book Order/Receiving*

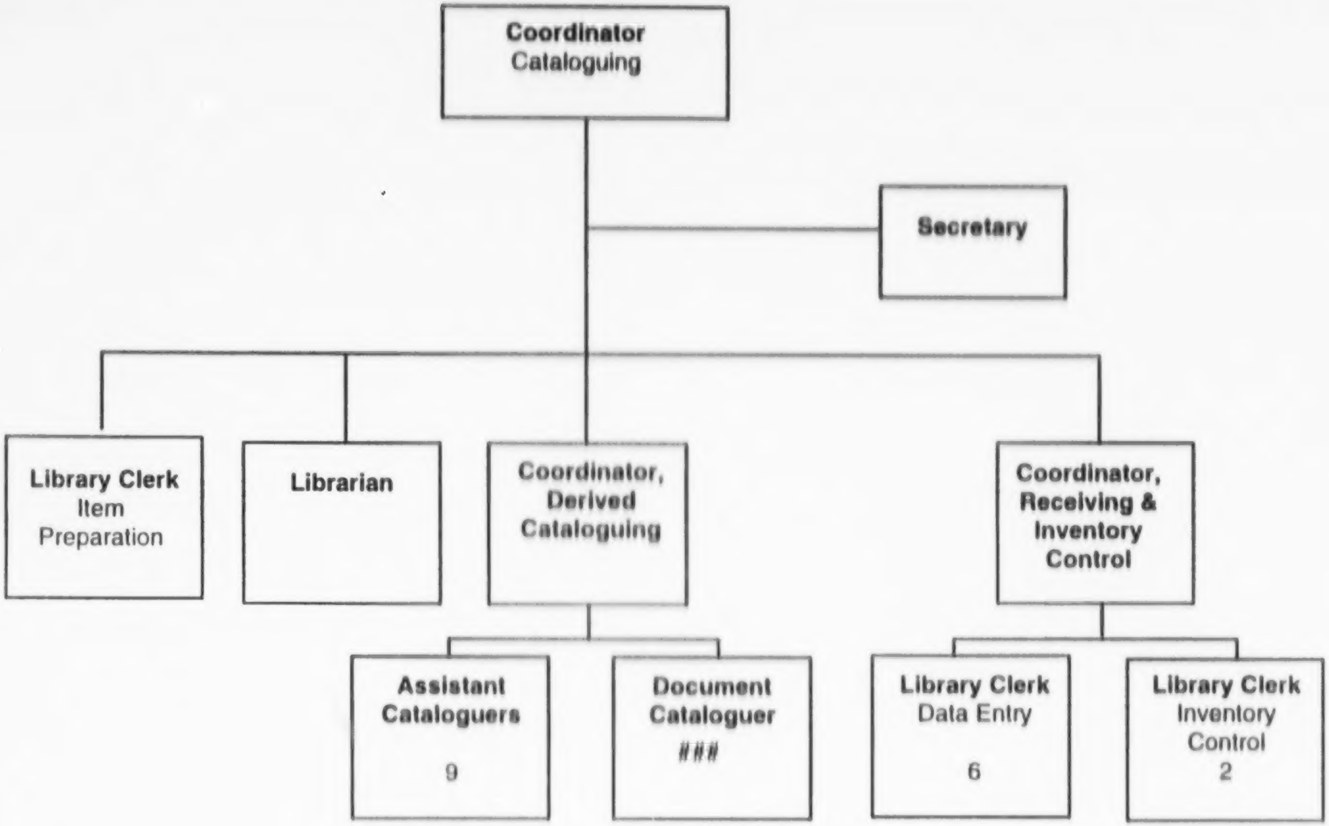
* located in Library Acquisitions Unit
+located in Audio Visual, E2

August 1995

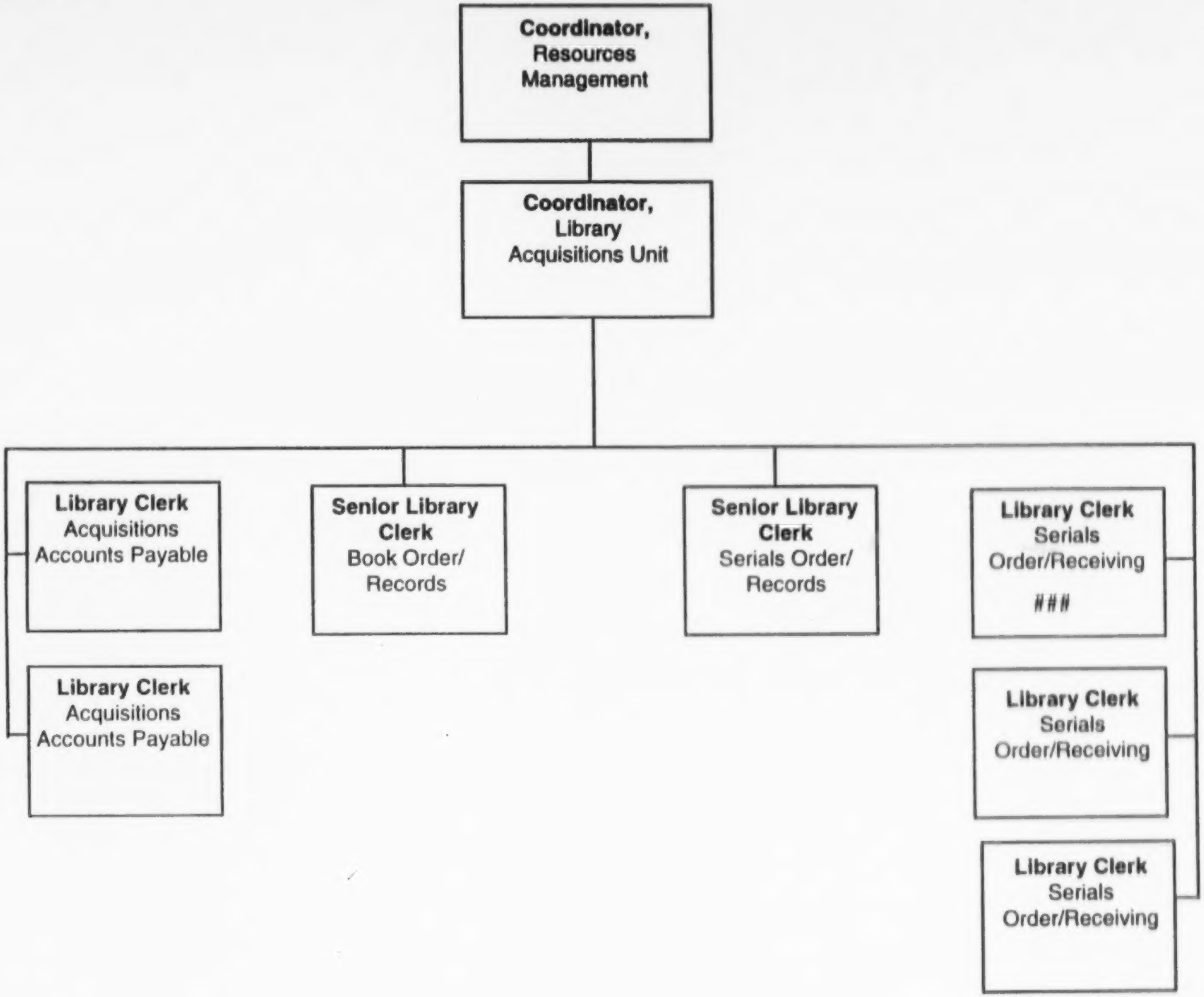
User Services


Coordinator
Supervisor
Library Attendant
Library Clerk/Trainer Reserves
Library Clerk 4 full-time 1 part-time
Library Clerk/Trainer Fines
Library Clerk/Training Coordinator
Library Clerk/Trainer Binding
Supervisor
Library Attendant
Library Clerk/Trainer Reserves
Library Clerk 9
Library Clerk/Trainer Fines
Library Clerk 2 part-time
Supervisor Casual Staff/ Collections
Library ### Clerk/Trainer 5th floor /GP Maintenance
Library Clerk /Trainer Storage & Stacks Maintenance 2
Supervisor Night 2
Supervisor Weekend 2

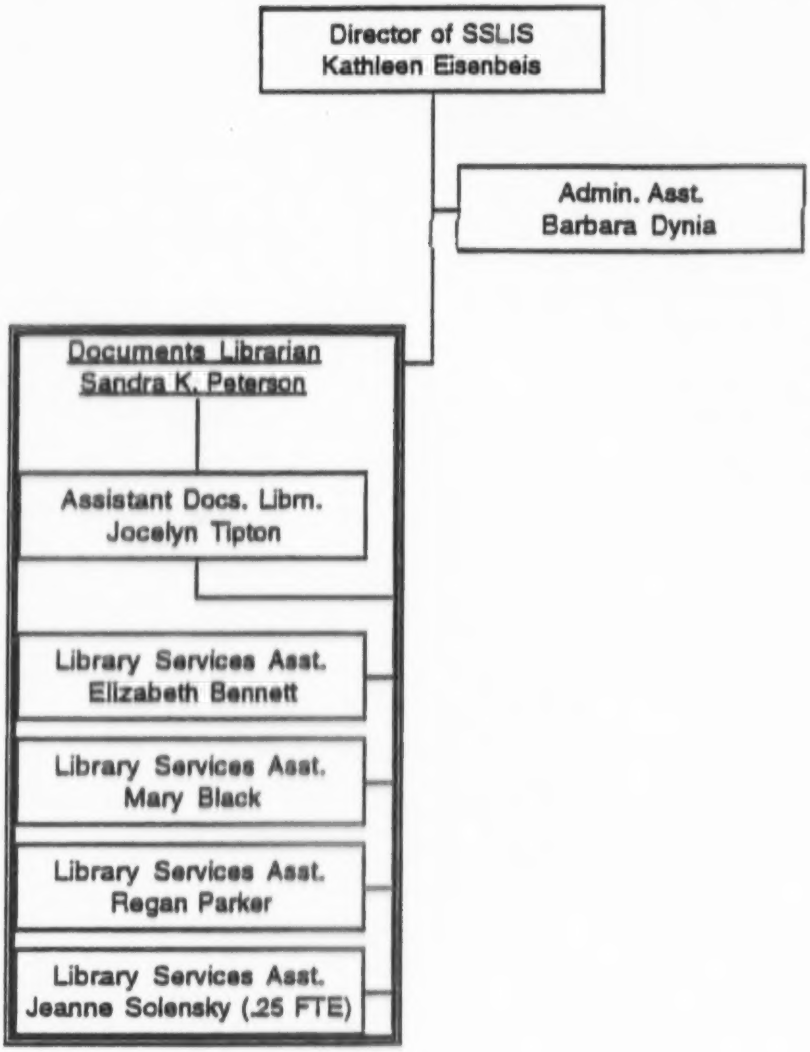
Cataloguing Department


Coordinator
Cataloguing
Secretary
Library Clerk
Item
Preparation
Librarian
Coordinator,
Derived
Cataloguing
Coordinator,
Receiving &
Inventory
Control
Assistant
Cataloguers
9
Document
Cataloguer
###
Library Clerk
Data Entry
6
Library Clerk
Inventory
Control
2

Materials Acquisition


Coordinator, Resources Management
Coordinator, Library Acquisitions Unit
Library Clerk Acquisitions Accounts Payable
Library Clerk Acquisitions Accounts Payable
Senior Library Clerk Book Order/ Records
Senior Library Clerk Serials Order/ Records
Library Clerk Serials Order/Receiving ###
Library Clerk Serials Order/Receiving
Library Clerk Serials Order/Receiving

Government Documents Center & Information Services


Director of SSLIS
Kathleen Eisenbeis
Admin. Asst.
Barbara Dynia
Documents Librarian
Sandra K. Peterson
Assistant Docs. Librn.
Jocelyn Tipton
Library Services Asst.
Elizabeth Bennett
Library Services Asst.
Mary Black
Library Services Asst.
Regan Parker
Library Services Asst.
Jeanne Solensky (.25 FTE)

DOCUMENTS INFORMATION ON THE WEB

UNIVERSITY OF ALBERTA

UNIVERSITY OF ALBERTA LIBRARIES
Resources for Government Information

- Edmonton Government Information Resources
- Alberta Government Information Resources
- Other Provincial Government Information Resources
- Canadian Federal Government Documents Resources
- United States Government Information Resources
- International Government Information Resources

This guide provides selective resources available through the Internet or at the University of Alberta for **Government Information**.

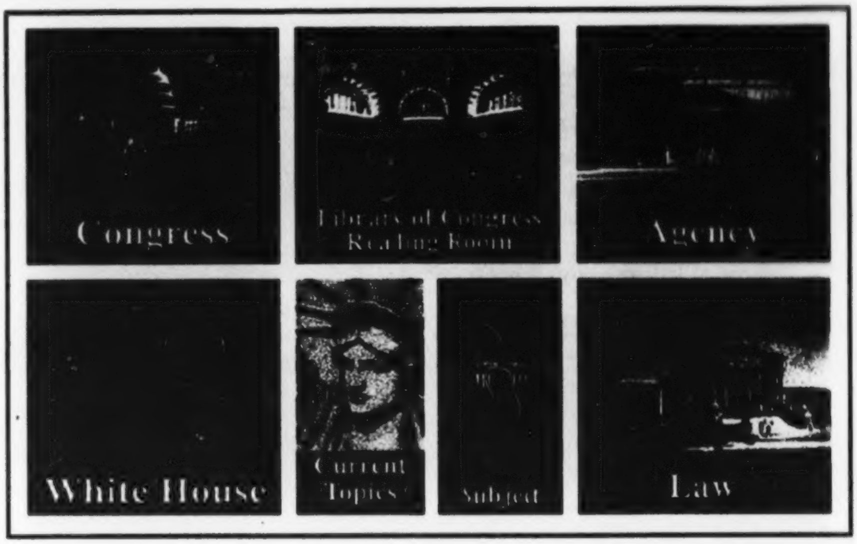
For reference assistance, visit the Humanities and Social Sciences Library, Main Floor, Rutherford Library, or call 492-5791.

University of Alberta Libraries Home Page

Author: Susan.Stein@ualberta.ca
Last update June 2, 1997
URL: http://www.library.ualberta.ca/library_html/subjects/govt/

UNIVERSITY OF CALIFORNIA, IRVINE

UCI Libraries Government Resources



Welcome to the UCI Libraries Government Resources Home Page. This Home Page presents a select collection of government resources available via the World Wide Web (WWW). Our goal has been to highlight sources and sites that are pertinent to the research and educational needs of the faculty, staff and students of the University of California, Irvine and to the Orange County community. Government resources have been organized into seven categories: **Agency**, **Congress**, **Current Topics**, **Law**, **Library of Congress**, **Subject**, and **White House**. Within each category, you will also find a direct link to a comprehensive collection of government resources such as **Infomine** or **Yahoo** on the World Wide Web for that catagory. Send suggestions or comments to:

kcollins@uci.edu.

(Last Update 3/13/97)

UCI LIBRARIES HOME PAGE | VIRTUAL REFERENCE COLLECTION | COLLECTIONS AND RESOURCES | LOCAL UCI SOURCES | SOCIAL SCIENCE DATA ARCHIVE | MAIN LIBRARY | SCIENCE LIBRARY | MEDICAL CENTER LIBRARY

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UNIVERSITY OF CALIFORNIA, RIVERSIDE

INFOMINE

Scholarly Internet Resource Collections

Government Information

Search

Enter Query:

`government information` [Submit] [Clear]

Fields to search: Keyword ☑ Subject ☑ Title ☑ Help Searching INFOMINE

Browse Features

- What's New
  Recently added sites
- Table of Contents
  Browse by subject and title
- Subject
  Browse by subject
- Keyword
  Browse by keyword
- Title
  Browse by title of resource

Help & Introduction

- About INFOMINE
- Facilitators/Participants

Library

- MELVYL ® System

Featured Resources

- General Reference

Other Internet Finding Tools

- Recommended Search/Finding Tools

[Suggest a Resource/Comments | INFOMINE Development Team | Text Version | INFOMINE Home]

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URL: http://lib-www.ucr.edu/govsearch.html

UNIVERSITY OF CALIFORNIA, RIVERSIDE

INFOMINE Query Results

Social Sciences, Humanities, General Reference...

Query: refgov

Number of Resources Found: 3

Infospace : the Ultimate Directory [government]

Click for terms leading to related resources

Listings for federal, state, county, municipal, Senate and House of Representatives and 'government executives'. Information can be retrieved by town or county which includes major departments with name of department head and telephone numbers. Combined searching, such as 'mayor' and 'riverside', is available.

State and Local Government on the Net

Click for terms leading to related resources

Directory to web sites for states, cities, counties, tribal governments, and American territories. Also includes listings for multi-state groups, national organizations and related resources. Done by a private group who cautions that their listings may not be as up-to-date as official sites but site appears to be frequently updated and well done.

USA Counties 1996 : Government Information Sharing Project

Click for terms leading to related resources

"USA Counties, from the Census Bureau, compiles useful demographic, economic, and governmental information spanning several years and sources for county comparisons and profiles...Demographic, economic, and governmental data are presented for 3,475 variables for the purpose of multi-county comparisons or single county profiles...Data are provided for the United States, 50 States and the District of Columbia, and 3,142 counties or county equivalents defined as of January 1, 1992. Current estimates and benchmark census results are included...The time periods covered for each data item vary.

Data from: USA Counties 1996 on CD-ROM prepared by the Bureau of the Census."

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Search for *refgov* in another INFOMINE

Biological, Agricultural, and Medical Sciences - Government Info - K-12 Instruction

University Instruction - Internet Enabling Tools - Maps & GIS - Physical Sciences, Engineering, Computing, and Math

Social Sciences and Humanities - Visual and Performing Arts - Regional & General Interests

Return to the Social Sciences and Humanities INFOMINE Query Page

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UNIVERSITY OF CALIFORNIA, RIVERSIDE

INFOMINE
Scholarly Internet Resource Collections
University of California

General Reference Information

- Acronyms/Abbreviations
- Almanacs/Statistics/Fact Books
- Associations/Societies
- Biographies/Awards
- Calendars/Dates/Time Zones
- Copyright/Fair Use
- Ejournal Guides
- Etext Guides
- English Language Dictionaries, Quotations...
- Foreign Language Dictionaries, Quotations...
- Government (Federal and California)
- Grants/Foundations
- Library Directories
- Maps/ZIP Codes/Distances/Places
- Money/Currencies
- Nonprofit Organizations
- Publishers/Book Stores
- Reference Desk Collections
- Scholarly Societies +
- Telephone/Fax/Email: **People**
- Telephone/Fax/Email: **Businesses**
- Travel/Weather/Roads
- Universities/Colleges
- Weights and Measures
- Writing/Style/Grammar Guides

Return to INFOMINE

UNIVERSITY OF CALIFORNIA, SAN DIEGO

University of California, San Diego Government Information Services

Social Sciences and Humanities Library, University of California, San Diego

Quick Jumps:

Collections	Contacts	Federal WWW Sites	California WWW Sites	San Diego WWW Sites
GPO Gate	Map Library	SSH Library	InfoPath	

- **Collections**

The University of California, San Diego is a depository library of the United States government, State of California, and the European Union. Depository status ensures that we receive a significant amount of publications from these government bodies. In addition, the Document Collections includes materials from San Diego city and county, the United Nations, League of Nations, and Great Britain. The Maps collection houses well over 100,000 maps issued through the U.S. Government.

- **Contact Information**
  - Social Sciences and Humanities Library Hours
  - Social Sciences and Humanities Address, Phone, FAX
  - Government Documents Staff

Federal Internet Sources

- **General Resources**
  - Full-text reference sources.
  - Help guides.
- **Executive Branch**
  - **Executive Office**(President)
  - **Executive Departments** (Department of Agriculture, etc.)
  - **Independent Agencies** (Environmental Protection Agency etc.)
- **Judicial Branch**
  - **General Judicial Information**
  - **U.S. Supreme Court**: Biographies of Justices and decisions.
  - **U.S. Court of Appeals**
- **Legislative Branch**
  - **Congressional Directories**: U.S. House and Senate directories and Committee assignments.
  - **Legislation**: Sources that provide full-text access to current bills, legislative histories, and other legislative actions.

State and Local Government

- **California**

UNIVERSITY OF CALIFORNIA, SAN DIEGO

- **San Diego**

- **International Organizations**
- **Foreign Governments**

- **Government Statistics**
  - Economic Indicators
- **Hot Topics:**
  - Links to Internet sites and documents on current topics.

Send comments or questions about this page to Patricia Cruse pcruse@ucsd.edu

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home

Last Updated: 10/10/95

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UNIVERSITY OF COLORADO

UNIVERSITY LIBRARIES

DEPARTMENTS & BRANCHES

GOVERNMENT PUBLICATIONS

COLLECTION **HOURS** **MAP** **SERVICES** **STAFF**

Welcome to the Government Publications Library

Campus Box 184, University of Colorado, Boulder, CO 80309
(303) 492-8834
E-mail: govpubs@colorado.edu

What's New! Up-to-date web resources!

Mission Statement The Government Publications Library provides information from all levels of government, including state and foreign governments and intergovernmental organizations.

As a Federal Regional Depository Library,we receive all items distributed by the U.S. Government Printing Office. In order to provide the best possible resources to the University of Colorado at Boulder and the citizens of Colorado, we enrich and enlarge the depository collection through the acquisition of non-depository material and older depository material in microform.

In addition, we compile extensive links to Internet-accessible resources, in order to facilitate citizen access to government information.

Resources

- Colorado by the Numbers : Online Statistical Abstract of Colorado
- CU Collections and Related Internet Resources for the United States, States including Colorado, International Organizations, and Foreign Countries.
- Guides to Materials in our Collections including: Citing Internet Resources and Search Tools.
- Hot Topics

CHINOOK ONLINE CATALOG **INFORMATION & ANSWERS** **UCB HOMEPAGE** **LIBRARIES HOMEPAGE**

This page last modified on 22 May 1997. Send comments to govpubs@colorado.edu .

Maintained by Margaret M. Jobe

Top of page.

UNIVERSITY OF DELAWARE

UNIVERSITY OF DELAWARE LIBRARY

U.S. Government Resources

- **U.S. Documents at the University of Delaware Library**
- **DELCAT: Online Catalog of University of Delaware Library**
- **Library Networked Databases**
  - **All Databases**
  - **Databases for U.S. Government**
- **Research Guides**
- **Guide to Internet Resources**

- **Other University of Delaware Resources**

- **Selector for UD Library Materials: U.S. Government - John Stevenson**
- **To Suggest the Purchase of Library Materials**

All Subject Resources

This page is maintained by Rebecca Knight, Reference Dept.
Questions or comments to knight@udel.edu

Last modified: 07/02/97

Home Welcome Collections Services Departments Search

UNIVERSITY OF FLORIDA

Welcome to the University of Florida Libraries Documents Department

GPO Access Online

- **Departmental Information**
- **U.S. Federal Government Information**
  - NEW **Congressional Compass**
- **International Government Information**
- **Foreign Government Information**
- **State and Local Government Information**
- **Map and Imagery Library Information**

Go to Smathers Libraries homepage.

Go to University of Florida homepage.

Maintained by Tom Minton
thomint@nervm.nerdc.ufl.edu
Updated 20 June 1997

JOHN HOPKINS UNIVERSITY

JOHNS HOPKINS UNIVERSITY **Milton S. Eisenhower Library**

Welcome to the

Government Publications, Maps, Law Library

A federal depository library since 1882

Overview of Our Collection & Library

Government & Politics:

Federal, State, Baltimore, Politics, Gov't in the News

International:

Intergovernmental Organizations, Foreign Countries

Law

Maps

Statistics

Eclectic Consumer

links to interesting information you can use- not necessarily government

includes federal job banks, the Plum Book, and more!

Class Notes

Check here for useful tips on using government documents!

|Search our web site | |Milton's Web Home Page | JHUniverse | Encyclopedia Britanica... *JHU IP addresses only* |

What's new on GPML Home Page | Library Hours & Location | Meet the GPML Staff & the Internet Team | Moravia Park material request | FDLP Administration Materials |

UNIVERSITY OF IOWA

the university of iowa libraries

government publications department

university libraries · university of iowa

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libraries information & services

- Information
  Location, Telephone, Hours, Staff.
- Check-Out Policies
  Borrowing privileges, check-out policies, and interlibrary loan.
- E-mail Reference
  Electronic reference service for members of the University community and the state of Iowa to ask simple, direct questions (e.g. book verifications, addresses, or telephone numbers) by using electronic mail.
- Selected Reference Sources
  An annotated bibliography of reference sources available in the Government Publications Department.

access to online resources

- OASIS
  Includes the University Libraries' online bibliographic catalog.
- GATEWAY TO THE INTERNET
  Connections to a wide range of information sources and search tools available on the Internet.
- Government Internet Sites
  Selected government Internet sites of interest.

Government Publications Department, University of Iowa.
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Please send comments to: lib-govpub@uiowa.edu.
URL: http://www.lib.uiowa.edu/govpubs/index.html
Last updated: Wednesday, May 21, 1997

MCGILL UNIVERSITY

McGill University

Humanities and Social Sciences Library

Government Documents Department

Key Web Sites for Governmental Information

- Canadian Federal Government (Includes Somalia Report)
- Provincial and Territorial Governments
- European Union
- United Nations
- Other International Organizations
- United States
- Treaties
- Country Reports and Profiles
- Miscellaneous Useful Sites

CD-ROM Collection

Departmental Profile

Arrangement of the Collection

Service Hours

Getting in Touch

Return to McGill Libraries Home Page

Compiled by: ***Phyllis Rudin***

Technical maintenance: ***Judy Kolonics***

Created: Sept. 1995

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Revised: July 8, 1997

Government Information

To select, click on the highlighted word(s)

- International
- Federal
- State (Ohio)

URL=http://www.lib.ohio-state.edu/Elec_Services/Govt_Info
Return to the OSU Libraries' Home Page
Send comments about this web site to webmaster@phoenix.lib.ohio-state.edu
Last Modification: *9/09/96*

RICE UNIVERSITY

Government Publications and Special Resources

The Government Publications and Special Resources area of Fondren Library has a wealth of information on a wide range of topics and in a variety of formats such as books, CD-Roms, electronic, maps, microfiche, microfilm, and microprint. The department is located in the basement of the library. Our staff will be happy to assist you in finding the many resources of this department. The hours of operation for this department are different than the hours for the library building. Please call 527-8101 x 2587 to confirm that this department will be open at the time you plan to come in.

For additional information:

- Microfilm, microfiche, and microprint collection
- United States government documents
- Texas state government documents
- Maps
- Patents and trademarks
- Government and legal information on the internet
- Government publications information request form

Using Microfiche, Microfilm and Microprint

The microform collection is arranged by call numbers. Use LIBRIS to find the call number for the collection of interest. Machines for viewing and printing from microfilm and microfiche are available. Note that the copying machines take coins but do NOT take copycards.

Finding Newspaper articles

The most frequently used microfilm items are newspapers. To use this collection, follow these steps:

- look up subject terms in an index (For assistance selecting an index check at the Reference Desk on the first floor.)
- make a list of articles of interest, noting the name of the newspaper and date and page number of the article
- search LIBRIS or check this list of newspapers to determine
  --- whether Fondren has that newspaper (search by title for the name of the newspaper)
  --- whether Fondren has that newspaper for the DATE of the article (check our holdings)
  --- make note of the call number and location for the newspaper
- go to that location (Basement for microfilm and First Floor for Current Periodicals)

Using United States Government documents

Fondren Library is a selective depository for U.S. government publications.

RICE UNIVERSITY

Many government publications are listed in LIBRIS. If you are looking for government publications published after 1975, LIBRIS is the best place to start. We also have many titles on CD-ROM.

If you are looking for government publications issued before 1976, you should come to the Government Publications and Special Resources area and ask for assistance.

Many of these resources and additional sources for government information are available on the Internet.

Finding Texas Government documents

Fondren Library is a depository for state documents distributed through the Texas depository system. Texas documents relevant to our collection are listed in LIBRIS.

To locate Texas documents on the internet use the Texas State Electronic Library or try these WWW links to Texas Government WWW sites.

Finding Maps

You can use LIBRIS to identify maps in our collection. For example, if you are looking for a geological map of South America, search Libris by keyword using "south america and map and geological"

In addition to Libris, you may use sheet indexes for finding topological maps of Texas (7.5 minute/quad) and areas in the United States west of the Mississippi (1 by 2 degree) and some Defense Mapping Agency maps. These indexes are located in the map area within Government Publications and Special Resources.

RICEINFO
LIBRARY
GOVERNMENT INTERNET LINKS
PATENT & TRADEMARK

Direct comments to:
Esther Crawford (crawford@rice.edu)

Last modified 5/28/97, eac

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SUNY, BUFFALO

Online Resources | LibWeb Index | Services | Search | Campus Libraries | Home

Business and Government Documents Reference Center

Business

Subject Index to Government Inform

United States Federal Government

New York State Government

Canadian Federal Government

European Union

Other Governments and Inter-Government Organizations

Reference Center Overview

For access to non-government information and subjects other than business, visit Lockwood Online's Collection and Resources page or, for electronic information, the Online Resources page.

Return to Lockwood's Homepage

Karen Smith <kfsmith@acsu.buffalo.edu>
Lockwood Library
May 1997
http:http://ublib.buffalo.edu/libraries/units/lml/Government_Doc/index.html

UNIVERSITY OF VIRGINIA

UNIVERSITY OF VIRGINIA LIBRARY | GOVERNMENT INFORMATION RESOURCES

Browse All Listed Government Web Sites

Government Information on the Web:

- United States
- International Organizations
- Commonwealth of Virginia
- Virginia Cities & Counties
- States (Council of State Governments)
- U.S. Cities & Counties (USA Citylink)

Library Services and Reference Aids:

- About Government Information Resources
- Locating Government Information including Fact Sheet Guides
- Selected "Hot List" Web Sites
- UVA Library Home Page
- VIRGO - UVA Library Catalog

Library Electronic Centers with Government Data:
Social Sciences Data Center || Geographic Information Center

Virginia GPO Regional Depository Web Page:
Information about and for Virginia depository libraries

Selected "Hot List" Web Sites

- 1990 Census Lookup
- CIS Congressional Compass
- U.S. Constitution Analysis and Interpretation
- Election Data Virginia & U.S.
- FEDSTATS: Federal Statistics
- Government Information Sharing Project [Selected CD-ROMs]
- GPO Access
- GPO's Pathway Services "NewHot" List
- GPO's What's New Page
- U.S. National Income & Products Accounts
- National Trade Data Bank [via STAT-USA] (VIVA Only)
- Newspapers and News Services
- The Plum Book: U.S. Government Policy and Supporting Positions
- The Scout Report
- Sourcebook of Criminal Justice Statistics
- SSDI (Social Security Death Index)
- STAT-USA (VIVA Only)
- Tax Forms: Federal and State
- Uniform Crime Reports 1990-1994
- Va Stat (UVA Cooper Center for Public Service)
- World News Connection (FBIS)(UVA Only)

UNIVERSITY OF VIRGINIA

About Government Information Resources in the University Library

Location, Collections, Services

Location: Government Information Resources is located in the central part of the third floor of Alderman Library. Telephone 804-924-3133.

Collections: Information sources in all formats--print and electronic--published by the **U.S. Government**; **Commonwealth of Virginia**; and **International Governmental Organizations** such as the United Nations, European Union, and Organization of American States are in the Government Information Resources collection.

Electronic Centers: Two electronic centers are affiliated with Government Information Resources.The Social Sciences Data Center assists researchers with the location and analysis of data from both government and non government sources. The Geographic Information Center offers both electronic and print versions of a variety of maps, atlases, and other cartographic products.

Services: An information desk is located in the Government Information Room, third floor, Alderman Library. The desk is staffed during all hours that the Library is open. The Government Information staff can assist Library users in locating a wide range of government information and data, both current and historical. **Class tours** and instructional sessions are available on request.

Government Information Resources Staff

Information Desk Tel: 804-924-3133

Walter Newsome - Tel: 804-924-4963
Government Information Librarian (U.S. Regional)

Barbie Selby - Tel: 804-243-8788
Ass't Government Information Librarian (Int'l & VA)

Denise Stephens - Tel: 804-982-2652
Geographic Information Coordinator

Patrick Yott - Tel: 804-982-2630
Social Science Data Coordinator

Ursula Hull - Tel: 804-924-4026
Computer Network Support Technician

Haynes Earnhardt - Tel: 804-924-6259
Government Information // Geographic Information Center Library Assistant

Jason Haynes - Tel: 804-982-2630
Geographic Information Center // Social Sciences Data Center Library Assistant

Natasha Agee - Tel: 804-924-6259
U.S. Documents Collection Services Specialist

Patricia Courtney - Tel: 804-924-6259
Documents / Maps Services Assistant

UNIVERSITY OF VIRGINIA

Locating Government Information in the University Library

Organizing the Search

An Organized Search for Government Information in the University Library might include:

Browsing these Web pages - We have created links to many of the most frequently consulted government information sites.

Using our *Fact Sheets* series (see opposite) - This series provides hints for locating government information, how to use both print and electronic reference tools, and provides hotlinks to important Internet sites.

Using Virgo, the Library's Online Catalog - U.S. government documents published since **1976** and **International** and **Virginia** documents published since **1989** can be located using the Library's electronic catalog. 1976 and 1989 should be taken as benchmarks, however, not restrictive dates. The Library continues to add records for government documents published prior to these two dates to its electronic catalog. Nevertheless, anyone seeking government information and unable to locate a specific publication should always consult with the **Government Information Resources staff.**

Using Specialized Indexes and Bibliographies - Government Information Resources provides access to and assistance with both electronic and print indexes useful in locating sources of government information. Such indexes and bibliographies will be especially useful in locating historical information sources not listed inVirgo. A number of these research tools are described in our *Fact Sheet* series.

Government Information Fact Sheets

- No. 1 - Business Sources
- No. 2 - U.S. Indexes
- No. 3 - Foreign Broadcast Information Service
- No. 3A - Joint Publications Research Service
- No. 4 - Virginia Documents
- No. 5 - International Documents
- No. 6 - United Nations Documents
- No. 7 - Finding a UN Speech
- No. 8 - Virginia Regulations
- No. 9 - International Financial Statistics
- No. 10 - Patents
- No. 11 - Virginia Laws
- No. 12 - Voting & Congress
- No. 13 - GPO Access
- No. 14 - Pre-1900 U.S. Documents
- No. 15 - Finding Documents in VCAT
- No. 16 - Maps
- No. 17 - European Community Databases
- No. 18 - Foreign Affairs
- No. 19 - Treaties
- No. 20 - Census Name Rolls
- No. 21 - U.S. Laws
- No. 22 - Early Census Information
- No. 23 - European Communities
- No. 24 - Technical Reports
- No. 25 - National Trade Data Bank
- No. 25A - National Economic, Social and Environmental Data Bank
- No. 27 - Virginia Legislative Information System
- League of Nations
- U.S. Statistical Abstract

Go to the University of Virginia Library Home Page

This page is maintained by: **Government Information Resources staff**
Alderman Library
University of Virginia
Charlottesville VA 22903-2498
(804) 924-3133.

Mail us a question or comment.

Page last updated: July 16, 1997

YALE UNIVERSITY

GOVERNMENT DOCUMENTS AT YALE

Welcome to the Government Documents and Information Center of the Yale University Libraries! The Government Documents and Information Center exists to serve the Yale and surrounding communities, and we urge you to make the fullest use of its collections and services. For more information about the Government Documents and Information Center select from the table below.

Where are we located	What the library collects.	Finding government information.
Hours	CD-ROMS available for use.	Frequently requested information.
Orientation Sessions	Microform Collections	Documents in the News
Reference Service	New Acquisitions	Ready Reference Sources
Services & Facilities	Research Guides	Government Databases

Other Related Yale Sites:

Yale Library Home Page | Yale Library Research Workstation | Social Science Library & Information Services | Selected Internet Resources Behavioral and Social Sciences | YCIAS

Comments or Problems

Thanks for visiting Government Documents at Yale's WWW server. We hope to hear from you again soon. For information on government document products and services, please submit an electronic reference form or phone us at 203-432-3209, or FAX your request to 203-432-3214. If you have problems or comments concerning our WWW service, please send e-mail to govdoc@yale.edu

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last revised 4/23/97 by skp

URL:http://www.library.yale.edu/govdocs

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

LIBRARY PLANNING & POLICY DOCUMENTS

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University of North Carolina at Chapel Hill

Federal Documents
Collection Development Policy

Our Institution, Library, and Users

The University of North Carolina, chartered in 1789, opened its doors as the first state university in the nation in 1795. Since that time, the university has grown to more than 150 buildings, 22,000 students, and 2328 faculty. The University has 14 colleges and schools which provide instruction in more than 100 fields. It offers 95 Bachelor's, 169 Master's, and 109 Doctoral degrees as well as professional degrees in Dentistry, Medicine, Pharmacy, and Law.

The UNC-CH library system includes fifteen libraries. The newest library building, completed in 1984, is Walter Royal Davis, the main library for the campus. There is also the House Undergraduate Library, which more directly serves the undergraduate community, and Wilson Library which now houses special collections. The other libraries are departmental libraries such as Botany, Geology, and Chemistry. Three other major professional school libraries are the Health Sciences Library, the Law Library, and the Institute of Government Library. The UNC-CH library system contains more than 4,000,000 books, 3,800,000 microforms, 2,000,000 documents, and 248,650 maps.

The purpose of the library collections has been to both create a resource for the faculty and students of a large research university and to act as an instrument for contributing to general culture. The University and its libraries also serve the people of the state of North Carolina. Indeed the Board of Trustees of the University issued a mission statement in 1986 which stated in part, "The mission of the University is to serve all the people of the State...as a center for scholarship and creative endeavor." It also states that to fulfill this mission it must..."extend knowledge-based services and other resources of the University to the citizens of North Carolina and their institutions to enhance the quality of life for all people in the State...."

Our immediate area of service is the faculty and students of the University of North Carolina. We also offer full check-out services to the citizens of Chapel Hill, Carrboro and Orange County. The companies that make up the Research Triangle Park, an important area of research and development, are also offered full library services. Through cooperative agreements all members of the University of North Carolina System, composed of 16 constituent institutions, and other major North Carolina Universities such as Duke and Wake Forest University are offered a full range of services. Check-out privileges are also offered to all Federal and State employees, and alumni of the University. The rest of the state including the other 33 depository libraries in North Carolina are served by interlibrary loan privileges and full reference service.

Our Federal Depository and Services

The University of North Carolina became a depository library for Federal Government publications in 1884 and serves the 4th Congressional District. We became a Regional Depository Library in 1962. As the Regional Depository we are the major documents collection in the state. We endeavor to fulfill the mission of the University and the provision of Title 44, which states that depositories shall ..."make government publications widely available...for the free use of the general public", by offering free use of the entire collection to anyone who comes to use it. We also provide reference services for all persons who need it through telephone, mail, e-mail, at our reference desk, and in our new Electronic Documents service area.

As the Regional Depository we try to keep our circulation policy as liberal as possible so that the widest number of persons may have access to government publications through direct check-out and interlibrary loan services. We circulate about 65% of our collection to those persons with valid check-out cards. The rest of the collection may be used in-house, photocopied for use elsewhere, or accessed via interlibrary loan. The collection that does not circulate is made up primarily of the Serial Set, census material, serials, and major works that are required regularly for reference work. Under special circumstances, tangible electronic resources circulate if not supported in-house. For those electronic resources that do not circulate, we offer extensive downloading and telecommunications services to ensure that users and selective depository libraries in our region get the information that they need.

As the Regional Library we are responsible for 33 depository libraries in the state of North Carolina. Our duties require us to offer interlibrary loan service, reference service, and other assistance when needed to all of the depository libraries within our region (the entire state). We also serve as a teaching/instruction resource for the other depositories in the state and we offer consulting and technical/reference service where needed. We maintain a listserv (NCDOCS) that serves as a platform for discussion and service requests for the other depositories in the state.

Collections

As the Regional Depository Library we are bound to collect and retain one copy of all government publications made available through the depository system either in paper, microform, or electronic format. At the present time we keep the paper, microform, and electronic copies of all dual format items. We are now committed to keeping all documents that are listed in the revised Superseded List entitled "Titles that should be Permanently Retained by all Regionals". We currently retain all tangible electronic resources, including the superseded ones, except possibly those that are corrections.

We attempt to collect all items listed in the "Monthly Catalog of U. S. Government Publications" by also subscribing to the "Readex U. S. Government Publications - Non-Depository". We also belong to the Library of Congress Documents Expediting Service. We use this to procure other non-depository publications listed in the "Monthly Catalog" and to order missing or lost documents. In addition we subscribe to the non-depository documents indexed in the CIS "American Statistics Index"

We also attempt to buy and maintain as complete a collection of major reference indexes and bibliographies in print and electronic formats for retrospective and current documents as our budget will allow. As a secondary priority we attempt to build our retrospective collections by selectively buying those microform and paper collections of reprinted federal documents that our budget will allow. We also try to purchase full-text government information in print, microform, and/or electronic format and to provide remote access to government information to complement our collection or to provide greater access to our user community.

Government information on the Internet has become an indispensable remote "collection" for us. We attempt to provide useful access to materials to be found there via our Documents Section Home Page (http://sunsite.unc.edu/reference/docs/). We are a GPO Access Gateway (lynx), and also provide access via the WinWAIS client and Netscape.

The University Library is also a member of the Center for Research Libraries and therefore has access to its large collection of documents.

Cooperation

The UNC Documents Section seeks to cooperate as closely as possible with two other members of the Triangle Research Libraries Network (TRLN) (Duke University and North Carolina State University). Together the three Documents Sections/Departments have been accepted as a Roundtable under the umbrella of the TRLN Collection Development Committee.

Queen's University Libraries Collection Policy
GOVERNMENT AND INTERNATIONAL DOCUMENTS

rev. 1996/97

General Purpose: As a depository for Canadian federal, Ontario provincial, United Nations and European Union, the Government Documents Unit has a responsibility to receive, organize and make accessible to the public in general and the Queen's community in particular, the publications of these organizations. In addition it provides for the teaching and research needs of the Faculty of Arts and Science (Economics, Business, Geography, etc.), the School of Policy Studies, the School of Urban and Regional Planning; and for the needs of the Faculties of Applied Science, Education, Health Sciences, and Law as appropriate. Documents of exclusive interest to particular disciplines (e.g.: Science, Law and Industrial Relations) may be routed to or acquired separately for the regular stack collections. The Law Library collects documents to support the professional requirements of lawyers and the May Ball Library collects documents relating to industrial relations; Health Sciences and Education acquire some specialized government materials. However, duplication is avoided except in cases of anticipated heavy use. The collection policies of the Map and Air Photo Library (part of the Documents Unit) are outlined in a separate document.

Languages: English and French are the preferred languages. Other Western European languages are also represented; for example: where neither English or French are available, the language of the source country or organization will be collected, but we do not normally collect South Asian or oriental language material because the number of scholars at Queen's who could use such material is limited.

Geographical areas: Kingston and the surrounding area (in cooperation withQueen'sArchives and Special Collections), Canadian federal publications, the Provinces of Ontario and Quebec, other Canadian provinces and territories, the United States, Great Britain, South Africa, Australia. Some other countries, like India, Pakistan, France, etc. are also represented. There is a strong collection of publications from International and Inter-regional organizations (e.g. United Nations, European Union, OECD, OAS).

Chronological period: The majority of the collection covers the eighteenth century to present, with strong historical coverage of Canada, the United Kingdom, and the United States.

Types of material collected:

Monographs
Serials
Microforms
Pamphlets
Corporate reports (of Federally-incorporated businesses)
Electronic survey data and full-text files
CD-ROM, Floppy disk, and other electronic formats
Political party election platforms
Publications of Canadian pressure groups

Internet resources of particular interest to Queen's are identified on the Documents Home Page

GEOGRAPHICAL AREAS AND COLLECTING LEVELS:

Areas to be collected at level B:

Canada:

- Queen's is a depository for Canadian federal government publications. Since fewer publications are provided free than in the past, this requires vigilance to ensure we buy the necessary additional material.
- Parliamentary documents: debates, statutes, bills, votes and proceedings, order papers, journals, committee hearings, gazettes, etc.
- Annual reports, special studies, policy statements and periodicals of departments, tribunals, boards, commissions, corporations and agencies
- Royal commissions, committees of inquiry, task force reports, and major briefs presented to such groups.
- *Statistics:* The Documents Unit has a rich collection of statistical materials (from Statistics Canada and other agencies). In addition, Queen's is part of the Data Liberation Initiative (DLI), which gives Queen's researchers "on-demand" access to electronic data files from Statistics Canada (for an annual fee). Files are ordered through the Documents Unit, and FTP'ed by Queen's from Statistics Canada as soon as they are made available. A preliminary list of DLI files is appended to this policy statement.
- Selected departmental press or news releases or speeches by the minister concerned.

Canadian Provinces and Territories:

Our aim is to ensure thorough coverage of Ontario and Quebec, and good coverage of materials produced by the Maritime and Western Provinces and the Northern Territories.

- Queen's is a depository for Ontario government publications
- For all provinces, we collect legislative, budget, and finance documents as well as royal commissions. Our subscription to Microlog includes free provincial documents from all the provinces and territories as well as free publications of "think tanks" like the C. D. Howe Institute.
- We also collect records of inter-provincial and regional committees and task forces.

United Kingdom:

- British legislative material: debates, statutes and Parliamentary Papers (task forces, royal commissions, etc.). We have the journals of both Houses back to 1066.
- Vital Statistics and demographics. We have the 19th century British sessional documents on demographics and British censuses up to 1981.
- Selected series (like publications of Wilton Park, a "think tank")
- Foreign policy papers (on this area we cooperate with RMC to ensure good coverage is available locally)
- Selective publications of the Public Record Office, and the List and Index Society Indexes

United States:

UNITED STATES

Emphasis is on federal government, though we also have some inter-state documents

- American Statistics Index - we have the complete files(abstracts, indexes and microfiche full text) to 1994
- Since 1994, we have been collecting publications of the U.S. Bureau of Statistics and the Department of Commerce as well as a selection of other files (e.g. World Meteorological Report) and providing access to other information through the Internet. This means that we are no longer building a local print collection to support future research.
- Congressional Information Service - this includes all legislative and congressional documents. We have from 1859 to 1957 and from 1968 to date. To fill the gaps would require purchasing 1776-1958 and 1958-1968 at a cost of roughly $20,000 U. S. each (at latest check)
- Government Publishing Office depository collection for 1965-1976 and records of Congressional hearings for 1956-1965
- Supplementary research services such as the Congressional Research Service; the Code of Federal Regulations; the Federal Register; and the records of the U.S. Patent Office
- U. S. Office of Technology
- Council of State Governments
- Queen's is a member of the Inter-university Consortium for Political and Social Research (ICPSR), the largest single social science data archive in the world. Content is largely American in focus, but there are a significant number of international and some Canadian files.
- Many other resources are available to our users via the Internet.

Summary of US Holdings:

Statistics:

1977 - 1994	**ASI:** American Statistics Index (Index, Abstract, Fiche)
1983 - present	**IIS:** Index to International Statistics (Index, Abstract, NO Fiche)

US Congressional Documents:

1976 - present	**CIS** (Congressional Publications): (Index, Abstract, Fiche) House & Senate
1968 - 1976	**US GPO Depository** (Readex Microcard)
1956 - 1967	**US GPO Hearings and Reports** (Readex Microcard)
1858 - 1958	**US Serial Set**: (Index, Abstract, Fiche) House - Documents, Reports, Miscellaneous Senate - Documents, Reports, Miscellaneous
1787 - present	**Congressional Record**
1789 - 1857	**US Serial Set** (Index & Abstracts only - ***no fiche***) = Serial Set Chapters 1 & 2
1789 - 1838	**American State Papers** (Readex Microcard)

Laws/Statutes	- Congressional Record -- Statutes at Large -- US Code
Regulations	- Federal Register -- Code of Federal Regulations

International Organizations

- United Nations - we are a deposit library
- United Nations Educational Social and Cultural Organization) UNESCO - we have a global standing order with pre-approval on items over $100
- International Labour Office (ILO) - we have a global subscription. This collection is comprehensive, though some is in Government Documents and some is in Industrial Relations.
- International Monetary Fund (IMF)
- World Bank
- Food and Agricultural Organization (FAO)
- United Nations Industrial Development Organization (UNIDO)
- European Union - we are a depository
- Organization for Economic cooperation and Development (OECD) - until the recent financial crisis we had a global standing order. We now receive 15 of 24 sections
- Regional banks (Inter-American Bank for Cooperation and Development, European Bank for Reconstruction and Development, Asian Development Bank) - core publications
- Association of South East Asian Nations (ASEAN)
- North Atlantic Treaty Organization (NATO) - Committee reports
- Organization of American States (OAS) - we collect a limited amount because most of the publications are in Spanish and not heavily used. We have their journal Americas, their Yearbook, and some reports on human rights and demographics.

World News Services:

- World News Connection (subscription to an Internet service) replacing Foreign Broadcast Information Service
- Transition replacing Radio Free Europe

South Africa

- Legislative proceedings and Parliamentary debates for both houses
- Yearbook
- Institute of Race Relations Annual Report
- Some political party information following the abolition of Apartheid
- Special microform collections needed for research projects (e.g.: commissions)

Areas to be collected at level C:

Canadian Municipal Documents:

Collecting in this area has fallen off since the closing of the Institute of Local Government. However, we still collect as follows:

- Ontario municipal,financial statistics
- Ontario municipal government directories
- Planning documents for Ottawa, Toronto, Vancouver and some other larger Canadian cities
- City of Kingston documents not available from Queen's Archives (Queen's Archives also serves as the City archives)

Canadian Pressure Groups and Political Party Material:

- Key election-platform material for all political parties involved for Canada and Ontario
- Important publications of powerful Canadian national and provincial pressure groups (list to be compiled)

Australia and New Zealand

- debates of both houses
- key statistical publications

Areas to be collected at level D or E:

Other Countries

We have traditionally collected yearbooks and statistical data, but collecting has been falling off because of the amount of basic background and statistical data available from the United Nations and other international organizations.

Collection Levels

A - Comprehensive
B - PhD
C - Masters
D - Undergraduate
E - Supporting a limited number of courses

ACTS, 19 November 1996
rev. 9 December 1996

CATALOGING OF NON CD-ROM ELECTRONIC RESOURCES IN LCAT

Assumption:
LCAT in OASIS is the primary access point for resources in all formats owned or made accessible by the University of Iowa Libraries.

General Policy Statement:
Catalog records of electronic resources owned or otherwise selected by the Libraries will be routinely provided via LCAT in OASIS. These catalog records will contain linking information to other formats whenever appropriate. To assure the broadest possible accessibility of these resources, bibliographers and other collection management librarians will notify cataloging staff in CPS* of the existence of electronic resources to be cataloged in LCAT.

*Access to governmental electronic resources will be coordinated through Government Publications.

Policy Level Decisions:
Bibliographic Information:
Whenever possible, a single bibliographic record will be used in OASIS to describe the same publication issued in electronic and other formats.

Linking information:
When the Libraries have cataloged both electronic and non-electronic versions of a title, appropriate linking information among versions will be contained in the statement of LCAT holdings for each version, regardless of whether single or multiple bibliographic records are used.

Holdings Information:

1. A unique OASIS location code will be used for electronic resources. The code is "elec" and the location name (which will display in the OPAC) is "ELECTRONIC ACCESS."
2. In place of a call number, OASIS should display the note "See LONg view NOTES: Mode of Access"; this information can be displayed using subfield k following the OASIS location code in the Copy Holdings Record.
3. Complete statements of holdings will be provided for all electronic resources archived locally.
4. Generic holdings statements will be provided for all electronic resources accessed remotely.

Inventory Control:
In the absence of a call number or accession number to facilitate inventory control, CPS will maintain a record for purposes of identifying, and potentially quantifying, locally cataloged remote access electronic resources.

NORTHWESTERN UNIVERSITY

Technical Services

Bibliographic Access to Electronic Resources Committee Report and Recommendations

Summer 1996

There is also a PDF publication requiring the use of the Acrobat Reader (to view or print) available online for the Bibliographic Access to Electronic Resources Committee - Report and Recommendations .

I. Executive Summary

In recent years, Northwestern University Library has added the identification and acquisition of electronic resources to its traditional collection development activities in support of its educational mission. The Bibliographic Access to Electronic Resources Committee (hereafter referred to as BAER) was formed to address the resulting cataloging and other processing challenges in the context of restraints and shrinking technical services resources.

The next few years will be a transition period that must include experiments and evaluation of alternatives. This report recommends a two-year strategy and priorities for providing bibliographic access to electronic resources. It also identifies implementation issues to be resolved, including the selection of electronic resources to include in our OPAC and the content and maintenance of these records. We have outlined a plan to use cataloging staff in this effort by redirecting time from original full-level cataloging to less-than-full or Core level cataloging for 6-12 months. This redeployment of effort will assist BAER in its development of procedures and specification of service levels for the next 3-5 years.

Key to the implementation of these recommendations is the Library's decision about where electronic resources will be used. We need to immediately determine locations for some materials we have already acquired or are acquiring. We also need to assign responsibility or develop procedures for making location decisions about future acquisitions.

II. Background

BAER was formed by the Assistant University Librarian for Technical Services in order to

- recommend strategies for providing bibliographic access to electronic resources as part of Northwestern University Library service during the next couple of years;
- plan and help implement strategies selected; and
- monitor internal and external developments related to the bibliographic access of electronic resources of the next two years, communicate significant trends to the rest of the library staff as appropriate, and recommend adjustments or additions to policy, if necessary.

Committee members are Dawn Bastian (co-chair), Mary McCreadie, Bob Michaelson, Michael Napora, Larsana Nelson, Kevin Randall, Roxanne Sellberg (co-chair) and Cindi Wolff. Andrea Stamm and Carole Bell participate regularly as liaisons to the Cataloging Policy Committee and the Electronic Resources Task Force, respectively.

BAER started its work on its first charge by creating a list of types of electronic resources to be considered, and attempting to organize those ideas in three ways: by content, by format, and by method of access (that is, in what physical form or using what technology or system). The purpose of this activity was to articulate a common understanding (or at least a common speculation) about the scope of our work. Notes from this part of BAER's work are available from BAER's co-chairs.

Organizing by method of access seemed to hold the most promise, but BAER resolved to keep all three organizing ideas in mind as it divided itself into two subcommittees. One subcommittee, convened by Mary McCreadie, inventoried current practices at Northwestern. The other subcommittee, convened by Dawn Bastian, examined how some other libraries are providing bibliographic access to electronic resources. In the meantime, several outside experts were consulted on some specific issues which seemed particularly important to NUL's electronic resources access strategy. The committee thanks Jeff Garrett and Sally Roberts (discussing electronic texts), Ann Janda (discussing data services), Stu Baker (discussing multi-media and Web issues), Richard Frieder and Virginia Kerr (discussing digitized images), and Debbie Campana (discussing the work of the Electronic Information Committee) for their information and advice. BAER consulted with internal experts in detailed discussions of U.S. Government publications and electronic journals.

This period of exploring and consulting was followed by considerable discussion and debate about a number of issues. BAER's recommendations, which follow, are based upon a synthesis of the information we have gathered to date.

III. BAER's vision for the future of bibliographic access

Among BAER members two different visions of the foreseeable future emerged from discussions with witnesses, among ourselves, and with other libraries:

A. Vision One (short- to medium-term)

The OPAC will continue to be the focus of bibliographic access for all types of materials. Users will initiate most information searches from the OPAC, and then move to other resources, including the Internet. We would therefore need to provide OPAC access for all important information resources, regardless of other forms of bibliographic access which are available (e.g., the Web).

Our witnesses tended to desire OPAC records in addition to recognizing the need for the Web or other finding aids. Representing electronic resources in the OPAC would legitimize them and encourage their use, as well as enable users to perform comprehensive searches for materials on a given subject ("one stop shopping"). Users traditionally expect that the library's complete holdings will be available via the OPAC.

What will the relationship then be between the OPAC and the Web?

The focus will be on links from OPAC records to Internet resources. It is crucial, therefore, that the OPAC record contain the appropriate URL. The replacement library management system should enable: (1) the creation of hot links to the electronic resource (and back), and (2) automated maintenance of URL's in OPAC records.

Also, it will be important to create catalog records for selected Web pages, including those that are in themselves finding tools.

B. Vision Two (medium- to long-term)

The Internet will be the starting point and "home base" for bibliographic access. Users will wish to exploit Internet sources quickly, then use the OPAC as a secondary tool, in those cases where they need to locate books and other non-Internet resources. Even further out, there will be a seamless interface, allowing the user to search the OPAC and never consciously leave the Web.

What will the relationship then be between the Web and the OPAC?

Because the Internet will be the focus for bibliographic access, the emphasis will be on Web finding aids and search engines. We will want to put our best resources into development here, just like we have previously done for NOTIS and the OPAC. This will include assistance in the creation of electronic resources by bibliographic experts on our staff. We will need to convince the user to consult non-Web resources by advertising physical library resources in the Library's home page, which will be designed as a major finding tool and will include the OPAC as one of its resources.

Hot links to and automated maintenance of URL's will still be needed, but more important will be the ability to initiate OPAC searches from a Web interface, return to the Web easily, and combine multiple databases (including the OPAC) in individual searches (i.e., Intranet search engine).

Although BAER members could not agree as to what the long term vision will be, there is consensus that the next few years will be a transition period that must include experimentation and evaluation of our alternatives. We will therefore attempt to keep our options open in order to be as ready as possible for both possible trends. We realize this "hedging our bets" cannot continue permanently. We will re-evaluate these recommendations, in the light of experience and new technological developments, no later than 1998.

IV. BAER's recommendations: NUL's two-year strategy

A. Establish policies and procedures for creating OPAC records for important selected electronic resources as efficiently as possible. These records will alert users to their existence and will direct users to specific locations for these materials. NOTE: The Library must decide where various kinds of electronic resources will be held and accessed, as a precursor to preparing OPAC records for them. Currently, a number of electronic resources literally have no home within the library, e.g. stand alone CD ROM resources which are meant to be part of the main library collection and are not reference materials.

B. Gather information (through experimentation, research, etc.), to determine long-term priorities, levels of cataloging, and levels and amount of staff needed.

C. Expend cataloging staff time and expertise to determine how best to organize electronic resources, including the Internet.

V. Implementation issues

A. Selection of electronic materials to include in OPAC

Highest priority (provide OPAC records for these resources as soon as possible)

1. Electronic resources which users need to find in a specific physical location in the library in order to use.
2. Electronic resources which we buy, subscribe to, or receive on deposit.
3. Electronic resources which the Library creates, maintains, and/or archives. Included in this last category, on an experimental basis, are pages in NUL's web site that are important, subject-specific information resources.

Lowest priority (cataloging to be undertaken in rare circumstances, and as staff time permits)

1. Other selected Internet resources--selector decisions will have to be made carefully according to relative importance of individual resources.

Other considerations:

For electronic resources which are physically processed by technical services units, traditional, location-based prioritization will be continued. For example, the processing of materials ordered for the Reference Department has traditionally been expedited. The Library's Local Area Network (LAN) will be added as a priority location.

Resources, formerly issued in paper, which are migrating to electronic form, must be acted on with promptness. Migration situations are to be treated with higher priority than cases in which a resource is issued in both print and electronic form.

When an electronic resource consists of a database or compilation of smaller works (e.g. collection of digitized images, literary works or other 'analyzable parts') an OPAC record describing the entire resource will be created as soon as possible. Negotiations about analysis and the subsequent creation of analytic records will be undertaken as time permits. This is discussed in more detail in the next section.

During this period, when experimentation with alternative methods for providing bibliographic access to electronic materials is an important goal, we will participate in cooperative projects which may require exceptions to the other priorities described in this report. As one example of prior external commitments, Northwestern has agreed to catalog a certain number of individual titles in the ARTFL database on a certain schedule as part of a CIC shared cataloging project.

B. Content of OPAC records for electronic resources

Depth of analysis for electronic resources included in the OPAC

Most of the BAER group favors a vision in which the OPAC continues to provide basic access to relatively large packages of information. Smaller packages of information within those described by the OPAC will be indexed within the electronic works themselves or in separate tools. Up to now, early experiments with cataloging electronic resources have resulted in very complete cataloging records that are labor-intensive to create in comparison with the cataloging we provide for most other kinds of materials. BAER must cast doubt on the prospect of NUL cataloging units being able to continue this "everything for everybody" service.

We propose the following interim strategy, to be re-examined no later than 1998:

Cataloging units may, on a case-by-case basis and in consultation with selectors, create bibliographic records for particular electronic resources for which selectors want an unusual level of detail or analysis. All such efforts are to be considered experiments, not precedents for future service. BAER plans to track these experiments as part of our two-year monitoring effort.

In such situations where deep analysis is chosen or additional catalog information is gathered as an experiment, the experimental methodology will also include the exploration of an alternate method of access (e.g. electronic finding aids) whenever possible. Cataloging unit staff will be encouraged to help with the design and creation of these alternate access tools. BAER will solicit the cooperation of public services staff in gathering user feedback on the relative merits of alternate methods of access.

Multiple versions (paper, electronic, other)

The possible advantages of using a single OPAC record to describe multiple versions of the same work in some situations, for instance when the same journal is available on the net and also on our shelves in print form, will be explored on an experimental basis during this two-year period. We must also monitor the evolution of national standards on this issue, so as not to sabotage interlibrary cooperation, especially CIC resource sharing programs.

Location and form' of electronic resources

The OPAC record will alert the user to the electronic nature of the resource, and let the user know where (physically or electronically) the resource can be found. In order to accomplish this, we need to redesign our use of NOTIS location, sublocation and other holdings fields for use with electronic resources.

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BAER will take a leadership role in this effort this summer. NOTE: BAER cannot develop location codes for physical or electronic addresses for resources, if no location or method of access has been determined for them. As indicated in BAER's recommendations above, the Library must first determine where these items will be housed and how accessed before OPAC information can be defined.

Providing Internet address information in the OPAC

The URL is the most important piece of information to help the user locate the desired information on the Internet. We need to make sure that the URL is prominently displayed in our OPAC records. It is also important to adhere to emerging national standards and to record the information so that it can be migrated with minimal effort into the next library management system.

Classification of electronic resources

BAER does not recommend a classification-based call number system for electronic materials at this time. We propose that call numbers for electronic resources be handled as follows:

- For electronic resources the user has to find physically, a call number will be assigned which combines the specific location and, when necessary to distinguish among several resources in the same location, an accession-type number. The call number will work with the location and sublocation fields to direct the user.
- For electronic resources that the patron can access from his/her workstation, that location information will be supplied.

C. Maintenance of OPAC records for electronic resources

In the future, monographs in electronic format will be more fluid and changeable than print format monographs have been. We must acknowledge and adapt to this new reality, using experience with traditional and electronic serials as a basis for developing new maintenance strategies. One new approach that seems inevitable is that maintenance of the Internet linkages in OPAC records must be a library-wide responsibility. The traditional model of a separate, central catalog maintenance unit having sole responsibility for maintaining OPAC records will be inadequate in the electronic age. The Library must also acknowledge that maintaining "holdings" information for library resources may in the future require a much larger portion of our overall technical services resources than in the past.

Apart from changes in content of OPAC records for electronic resources, mode of access within the Library to specific electronic resources is likely to be very fluid, giving new meaning to a 'location change': an item which is a LAN resource when very new may later be a stand alone resource and later still might be circulated as a physical piece.

URL's will change and Internet resources disappear. The Library must pursue use of automated URL-monitoring software for use with its Web site and with the replacement library management system. The Library also must monitor developments with PURL's, URN's and other initiatives for maintaining accurate access mechanisms, and prepare to adjust policies and procedures in accordance with national or international standards.

VI. Staffing new initiatives with shrinking technical services resources

Cataloging units cannot continue to provide the kind of detailed, full-level bibliographic records they have in the past for books, serials, and other non-electronic materials, and also provide the desired level of bibliographic access to electronic materials, and also continue to reduce its total staff resources. Tough choices will have to be made, and careful analysis of work flows and study of processing options and services will be employed over this two-year period to determine to what degree staffing levels can be reduced without compromising efforts to accomplish priorities, explore changes, and adopt new services.

As a start, BAER recommends and intends to initiate the following:

1. We need to take some time "off the top" for experimenting and learning about bibliographic access to electronic materials. This effort is an important investment for the future, which will assist in resolving staffing questions for the longer term. However, this strategy is politically difficult and has consequences, namely, reduced traditional services.

2. Making time for experimentation will likely have the greatest effect on the time of cataloging librarians; we therefore need to make a significant adjustment in our original cataloging services. As a test (extending from six months to a year), the central Technical Services cataloging units plan to adopt a less-than-full level cataloging standard for most or all original cataloging of books, serials, and other non-electronic format materials. For monographic materials currently cataloged at full level, we would use a standard at least consistent with the national Core level record being experimented with throughout the country. We will use a similar less-than-full level of cataloging for serial materials.

Studies already completed at other libraries suggest that the same number of original cataloging records can be produced in 15% less time if the Core, rather than full, standard is used. We will test the long term potential for the Core standard at Northwestern at the same time that we are helping cataloging librarians find time to develop methodologies for providing bibliographic access to electronic materials.

3. To minimize the extent to which the effort to control electronic resources paralyzes traditional services, we must also

- Regularize procedures and reorganize work flows to shift responsibility for cataloging to support staff as much and as quickly as possible, allowing cataloging librarians to concentrate on bibliographic access policy questions and new challenges.
- Take advantage of automation to improve, streamline or reduce cost of processing materials--consider outsourcing, both to save processing costs and to free local technical services staff for non-routine work.
- Maximize interlibrary cooperation; it may be needed in order to reduce the resource-inhaling customization of cataloging services currently offered.

VII. Conclusion

Electronic resources continue to proliferate, and Northwestern is not alone in its struggle to balance providing new services, maintaining traditional standards, and abiding by fiscal restraints. BAER's recommendations will help the Library move forward. In addition, BAER's analysis and documentation of our proposed approach to the provision of bibliographic information for electronic resources will assist in the formulation and change of procedures over the next two years.

At the end of the two-year experiment, BAER hopes that the future will be clearer, and that national standards will have solidified, and electronic formats will have stabilized. Whether that dream becomes reality or not, the efforts undertaken here will ensure a solid base of knowledge and experience for cataloging units to develop a flexible and supportable level of service standard for the future of bibliographic access at NUL.

Access

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Last Revised: 07/8/96
Expiration: indefinite

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GOVERNMENT DOCUMENTS PROJECT: REPORT

2/1/97

Prepared by Steve Savage

Report activity: Presented to the Libraries Management Group on 12/4/96. Approved for implementation by LMG and Dean Breivik, 1/16/97.

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I. GOAL

Determine if centralizing the processing work for government depository materials would allow better use of existing staff time.

II. RECOMMENDATION

The following steps are recommended in order to make processing work for depository materials more effective and efficient.

1. Retain the two depository memberships as currently established.
2. Centralize processing work for both memberships in Technical Services. (See section IV.B for a list of tasks defined here as "processing work.")
3. The full-time position in Purdy/Kresge presently handling the processing work should transfer to Technical Services with these duties; the Technical Services supervisor and any other staff who absorb aspects of this work should be trained by people currently experienced with it.
4. Professional oversight of the two memberships, required by GPO regulations, should continue to be provided by Georgia Clark and Sally Lawler.
5. An Implementation Task Force drawn from the Government Documents Committee should plan and oversee this reorganization and its ensuing transition.
6. The implementation target date should be no later than May 15, 1997.
7. Though Shiffman and SEL are not involved in the proposed reorganization, they should be involved in its planning and implementation.

III. BENEFITS TO BE REALIZED BY THIS PLAN:

The plan proposed here will provide several enhancements:

A. Public service benefits:

1. Staff time will be freed for other work:
    a. ½ FTE of Library Assistant time in the Law Library.
    b. Time of the professionals in Law and Purdy/Kresge who currently supervise depository processing work.
2. Faster and more thorough maintenance of OPAC records will be possible as a result of improved communication avenues between processing staff in Technical Services and the Cataloging/Systems staff who provide related problem-solving tasks.
3. Bibliographic control for new depository titles will be improved[1], thus enhancing service to users. (See section V.2.c for details).

B. Administrative benefits:

1. The GPO inspection/self-study process will be simplified.
2. Management of the OCLC bib tapes will be easier and the tapes may be better able to meet the needs of the collections.
3. Public service staff will be able to focus more on customers' needs.
4. Automation of depository processing may be easier and faster as a result of Technical Services and Systems staff's resources and experience.
5. The distribution of processing work throughout the system will be simplified and more efficient.

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[1] Bibliographic control entails significant public service and workflow problems which may be improved by the proposed reorganization. (Moreover, the libraries failed this aspect of the last GPO inspection in the early 1990s.) See section V.2.c for more about these opportunities.

IV. DEFINITION OF KEY TERMS

A. Components of the primary issue:

The centralization question actually consists of two distinct issues:

1. Whether to maintain two depository memberships or reduce them to one.
2. Whether to maintain processing in two locations or centralize the work into one area.

These two issues are only partially related to each other. It would be entirely possible to retain two memberships while centralizing the processing work, though it would not be possible to merge the two memberships into one while retaining a decentralized structure.

The current structure, essentially, is already centralized in some respects:

- Purdy/Kresge handles processing for its own depository materials and those kept in SEL.
- Law processes its own and Shiffman's materials.
- The one, centrally managed profile for the OCLC bibliographic tapes covers materials from both memberships.

B. Workflow terms

The libraries presently have a two-tiered delineation of receipt and preparation tasks for government depository materials.[2] The first level is called "processing" work in this report. The second level is called "collection maintenance."

1. Processing tasks to be centralized consist of:

   - Opening boxes and packages of new receipts
   - Stamping ownership and date information on new materials
   - Verifying contents of shipments against shipping lists
   - Verifying receipts against the membership's GPO profile
   - Marking pieces (new, unbound items)
   - Checking-in serials and periodicals on NOTIS records

---

[2] Collection development is not considered part of the processing work for the purposes of this report, but is raised as a peripheral issue in section VI.E.

- Updating NOTIS records to acknowledge receipt of monographs
- Notifying Systems of new items needing bib records through the OCLC bibliographic tape service. This process includes holding these materials for several months till records are loaded from monthly OCLC tapes.
- Sending materials for which the OCLC tapes do not eventually provide records to Technical Services for on-site cataloging
- Compiling lists weeded materials, sending the lists to the regional depository library (DPL), holding materials till a response is received from DPL, and following through with those instructions
- tracking statistics

2. Collection maintenance tasks to remain decentralized include:

- Handling all binding work
- Pulling and discarding superceded materials and items replaced by microform or, in a few cases, CD-ROM
- Pulling materials to be weeded and sending them to Technical Services for processing according to depository procedures
- Labeling materials (bounds volumes, CD-ROM cases, etc.)
- Barcoding selected materials
- Interfiling loose-leaf update pages
- Determining special sublocations within libraries and updating NOTIS records accordingly

V. RATIONALE FOR THE RECOMMENDATION:

See also Appendix II: Pros and cons of options for the two key issues.

1. Retain the two depository memberships in effect now.

Merging the two memberships would:

- Cancel a large number of currently received duplicates
- Increase materials expenditures
- Result in a system-wide increase in workload, rather than a savings

The libraries currently receive two copies of 1,140 titles as a result of the two depository memberships. Only approximately 20% of depository materials are available outside the depository program, so merging the two memberships into one might cancel approximately 900 titles.

> It is very likely, however, that these duplicated titles are in higher demand across the country than most depository titles. This makes them more likely to be available as paid subscriptions, which implies a much lower number of cancellations if WSU's present memberships are merged.

The lower the number of cancellations, the greater the total cost for new subscriptions, and the greater the increase in workload that would result from transferring titles to the non-depository workflow. These workload increases would involve:

- dozens of hours of Acquisitions' time to place subscriptions
- hundreds of hours among Acquisitions, Collection Support, and Business Office staff each year to:
  - Maintain subscriptions, as well as their order records and related vendor information
  - Verify, process, and pay invoices
  - Check-in new receipts
  - Claim missing materials (which is generally not done for depository receipts)
  - Coordinate management information in all related records to distinguish between materials received through the depository memberships, and their duplicates through the non-depository workflow

Additionally, the Cataloging workflow and management of the OCLC bibliographic tapes for government publications would be complicated. Some of the difficulties that would arise would include:

- Possible split runs of individual publications, divided between the SuDoc and LC stacks
- Very time-consuming, difficult updating of holdings information in hundreds of NOTIS records for duplicates no longer received
- Reclassification of thousands of serials and monographic titles, involving thousands of volumes of backfiles
- Use and/or non-use of call numbers taken from the OCLC tapes
- An extremely difficult transition, caused by the impossibility of carefully coordinating GPO's and OCLC's updating of their records for our profiles
- Confusions about which materials should receive bibliographic records from the OCLC tapes and which should not

Furthermore, subscriptions for these duplicate materials would undoubtedly cost thousands of dollars each year. (Determining this amount would require dozens of hours of time.)

Consequently, even though staff time would be freed from the depository workflow, it would be greatly increased for other staff. The net effect would be an overall increase in workload, rather than a savings.

2. Centralize both memberships' processing work in Technical Services.

Purdy/Kresge currently spends 1 FTE of Library Assistant time processing government depository materials. Law uses ½ FTE on the same tasks for its membership. Both units also use professional time to supervise this processing work. Technical Services believes its workflow can be reorganized to allow it to:

a. Absorb the depository processing work now handled by the public service staff, with the transfer to Technical Services of only 1 of the 1½ FTE in public service units currently handling this work.

b. Expand the roles of a supervisor and the Director of Technical Services and Systems to include overseeing this work.

c. Expand bibliographic control of these materials to complete more problem-solving tasks, particularly cataloging and authority aspects. This will be possible because:

i. Communication will be easier and faster between the staff who do the processing work, (which includes identifying new titles and cataloging problems) and the Cataloging and Systems staff who must resolve these situations.

ii. Technical Services staff are more knowledgeable with bibliographic requirements of new titles, title changes, and cataloging problems.

iii. Technical Services staff may be able to find a solution to the long periods when new depository materials do not have bibliographic records in NOTIS.

These situations occur because the cost (and, therefore, the infrequency) of updating the OCLC profile often prevents the tapes from providing records soon after receipt of the new materials.

Benefits of solving this problem include:

- Improving users' access to new materials
- Streamlining the workflow
- Placing these new materials on shelves within days or weeks (compared to months, as is the case now)
- Decreasing the amount of problem-solving needed

Possible solutions include:

1. Downloading records from OCLC if they are available well before tapes from the updated profile are loaded
2. Manually inputting skeletal bibliographic records
3. Downloading information from the electronic shipping lists into skeletal records

3. The full-time position in Purdy/Kresge presently handling this work should transfer to Technical Services with the work; the Technical Services supervisor and any other staff who absorb aspects of this work should be trained by the people currently experienced with it.

As the professionals overseeing the two depository memberships, Georgia Clark and/or Sally Lawler will be needed for some training, particularly for the supervisor new to this work.

The majority of the training, however, would be best provided by either or both of the Library Assistants who handle the processing work on a daily basis now.

4. Professional oversight of the memberships, required by GPO regulations, should continue to be provided by Georgia Clark and Sally Lawler.

   A large portion of the GPO review process deals with many details of public service issues such as maintenance of the collection, accessibility of materials on shelves, and reference services. Concerns about processing deal primarily with overall workflow issues such as cycle time and comprehensiveness of bibliographic control. Consequently, it would be best to retain oversight of the memberships' administration with the public service professionals already thoroughly experienced with all the relevant issues. Staff in Technical Services would also, necessarily, assist with these periodic inspections/self-studies.

5. An Implementation Task Force drawn from the Government Documents Committee should plan and oversee the reorganization and its ensuing transition

   The Committee members' expertise with these materials provides a perfect vehicle for planning and managing the proposed changes. A group of no more than 5 people is recommended, however, for logistical reasons involved with this type of project. This group must include key staff from both Technical Services and the four public service units. A support group of resource people may be necessary to work out specific aspects and to provide a "reality check" for the implementation plans.

6. The implementation target date should be no later than May 15, 1997.

   This date was selected for the following reasons:

   a. Approximately two months, such as February-March, will be needed for planning the implementation and transition phases.

   b. Approximately 2-4 weeks will be needed for the actual implementation process, including the majority of the training.

   c. Only the first 2-4 weeks of the post-implementation transition will require significant training time from experienced staff.

d. The transition period should be well underway before the UGL opens, because the months after than event will be consumed with many tasks related to it, particularly in Purdy/Kresge.

e. Any training provided by public service staff should be completed well before the opening of the Undergraduate Library.

f. A transition period of approximately 6 months will be needed after the actual transfer of work has been implemented.

   This period is necessary to allow those new to the complicated depository processing work to settle into it and to gain expertise. Expectations for processing cycle time during the transition period should realistically be less than that of the present situation or of that after the transition period.

7. Though Shiffman and SEL are not involved in the proposed reorganization, they should be involved in key steps of planning and implementation.

   Each of these units has unique concerns about many issues involved with depository processing work. These points must be considered in the implementation plans. Moreover, these libraries are presently in the same situation that Law and Purdy/Kresge will be after the change goes into effect. Staff from these libraries could serve on either the Implementation Task Force or its supporting Resource Group.

VI. RELATED ISSUES TO CONSIDER

A. Is this good timing with other activities, now or in the near future?

B. Is this the best use of staff time that is available in Technical Services, from a system-wide perspective?

C. Should the depository processing work be located in Technical Services or in the holding libraries, even if it reports to Technical Services?

D. The transition might be a good time to make other improvements with documents processing and related work. Possibilities include:

- Investigate opportunities to simplify and streamline collection development, processing, collection maintenance, and OCLC tape updating procedures available through electronic shipping lists, labeling, etc.
- Remove bib records of items we do not have
- Remove GPO "recataloging" records added to the database through the OCLC tapes

The Implementation Task Force should decide if these issues would be best addressed during implementation of this proposal or at a later time.

E. Does the collection development process related to these materials need to be improved?

Issues with this question include the degree of involvement of liaisons, managing duplication of materials, and coordinating the selection process among the units.

F. Can improvements be found for the timeliness of the OCLC tapes?

G. Should the duplicated current titles be reviewed for possible cancellation and weeding of backfiles?

A duplicates weeding project was conducted a few years ago but it apparently focused almost exclusively on titles duplicated only among Law, Shiffman, and SEL.

H. What is the best use of the public service staff time and expertise that will be freed by this reorganization?

I. How will this reorganization relate to GPO's plans for digitizing the majority of depository materials during the next several years?

VII. ACTION PLAN

A. The decision to adopt this proposal should be made by mid-December in order to allow an Implementation Task Force to begin its work in January, which is necessary to meet the recommended May 15 target date for implementation.

B. Standards and expectations

The decision to adopt this proposal should include agreement on a project charter, which should provide a statement of clear, realistic performance standards required for the processing work once the transition has been completed. Issues to be determined include:

1. Expectations of both the public service units and Technical Services.
2. Acceptable and preferred processing cycle times for new materials[3]
3. Provisions for Rush processing of critical materials, which will be identified by public service staff
4. Contact people within each unit
5. Problem-solving paths
6. Coordination of depository management concerns between Technical Services and the librarians who oversee the two memberships

C. Once the proposal is adopted and a project charter is agreed upon, the following steps will be needed:

1. LMG should determine who will comprise the Implementation Task Force, and who will lead it. The group should include, minimally:
    - At least one member of LMG
    - The Technical Services professional who will assume supervisory responsibility for the depository work
    - The Project Coordinator
    - Both professionals who oversee the depository memberships

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[3] The present cycle time is 1-5 working days for materials already having bibliographic records in the WSU database. Approximately half of these materials are processed within 2 days. The variance is caused by batching materials in order to make the process more efficient and less complex.

Processing cycle time for materials not having bibliographic records in the database is presently dependent upon procedures used for the OCLC tapes. Centralizing the depository processing work offers an opportunity to improve this situation. (See section V.2.c.iii.)

2. LMG should give a written charge to the Implementation task Force, to include planning and overseeing the implementation and transition.

    - The project charter will provide one portion of the Task Force's objectives.
    - In particular, the implementation plan should include a training schedule.
    - A separate group of Technical Services staff should determine how its workflow will be reorganized to absorb the portion of the depository processing work it will absorb.

        This group should include the Technical Services representative on the Implementation Task Force. The two groups will need to work together closely.

3. LMG should determine the target date for implementation and a time frame for the transition.

4. Purdy/Kresge, Law, and Technical Services should decide which of the current depository processing Library Assistants will move to Technical Services, and agree with the Implementation Task Force on a time frame for that.

5. LMG should review the implementation/transition plan before it is set in motion.

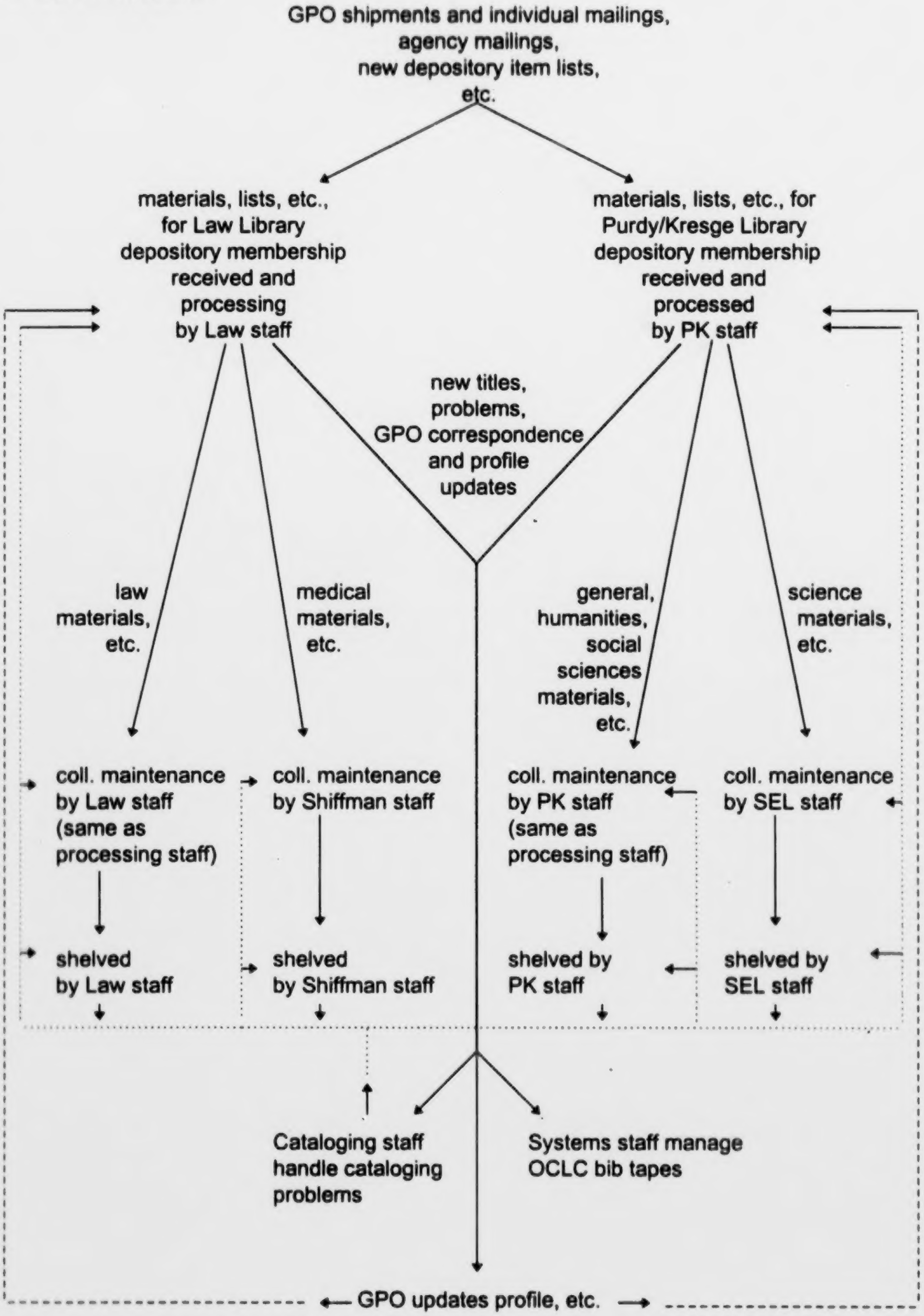
6. LMG should require brief, periodic reports of progress throughout the planning, implementation, and transition phases. These reports should include input from all relevant units. Issues to be considered include:

    - Progress of the planning, implementation, and transition phases
    - Resources needed throughout the three phases, as well as once the changes have become part of routine work
    - Accuracy and timeliness of the processing work
    - Ease of the workflow between Technical Services and the public service locations

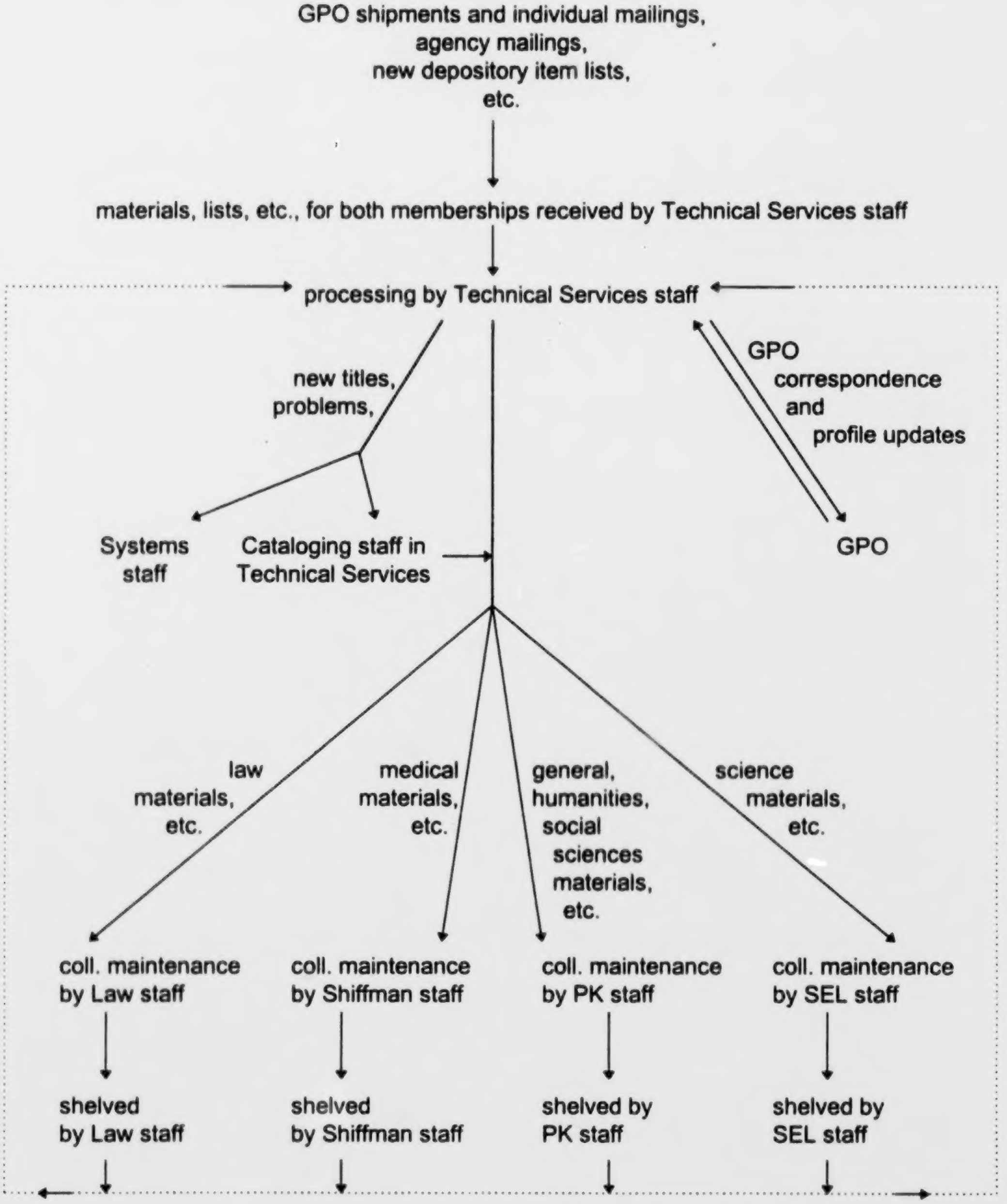
7. LMG decide which, if any, of the related issues listed in section VI should be considered.

APPENDIX I: WORKFLOW DIAGRAMS

A. Current structure


GPO shipments and individual mailings,
agency mailings,
new depository item lists,
etc.
materials, lists, etc., for Law Library depository membership received and processing by Law staff
materials, lists, etc., for Purdy/Kresge Library depository membership received and processed by PK staff
new titles, problems, GPO correspondence and profile updates
law materials, etc.
medical materials, etc.
general, humanities, social sciences materials, etc.
science materials, etc.
coll. maintenance by Law staff (same as processing staff)
coll. maintenance by Shiffman staff
coll. maintenance by PK staff (same as processing staff)
coll. maintenance by SEL staff
shelved by Law staff
shelved by Shiffman staff
shelved by PK staff
shelved by SEL staff
Cataloging staff handle cataloging problems
Systems staff manage OCLC bib tapes
GPO updates profile, etc.

B. Structure that will result from this recommendation


GPO shipments and individual mailings, agency mailings, new depository item lists, etc.
materials, lists, etc., for both memberships received by Technical Services staff
processing by Technical Services staff
new titles, problems,
GPO correspondence and profile updates
Systems staff
Cataloging staff in Technical Services
GPO
law materials, etc.
medical materials, etc.
general, humanities, social sciences materials, etc.
science materials, etc.
coll. maintenance by Law staff
coll. maintenance by Shiffman staff
coll. maintenance by PK staff
coll. maintenance by SEL staff
shelved by Law staff
shelved by Shiffman staff
shelved by PK staff
shelved by SEL staff

APPENDIX II: PROS AND CONS OF OPTIONS FOR THE TWO KEY ISSUES

I. NUMBER OF DEPOSITORY MEMBERSHIPS

A. IF 2 DEPOSITORY MEMBERSHIPS ARE CONTINUED:

1. Advantages

    a. avoids expenditures for duplicated materials
    b. smaller memberships are probably easier to administer than one larger one
    c. will work with either a centralized or a decentralized administrative structure
    d. maintains the integrity of each collection at a time when the depository program is in transition to an all-electronic environment

2. Disadvantages

    a. from the system-wide perspective, some staff time is spent on duplicate work
    b. increases some expenses, such as supplies, furniture, equipment

B. IF THE 2 MEMBERSHIPS ARE REDUCED TO 1:

1. Advantages

    a. would slightly simplify maintenance of GPO profile
    a. would force centralization of the processing work
    b. might reduce some expenses, such as supplies, equipment, etc.
    c. would make centralized receipt more efficient – not having to keep track of items received on two memberships.

2. Disadvantages

    a. would force a large, additional expense to continue the present 1,140 duplicate titles
    b. paid subscriptions for duplication would require additional staff time on an on-going basis from:
        - Technical Services for subscription maintenance, invoice processing and payment, cataloging for the duplicates that would come through the paid materials work flow rather than the documents workflow.
        - Business Office to pay invoices
        - staff who provide shelf preparation (such as Collection Support in Purdy/Kresge) for non-depository materials

    c. would have to decide if the duplicate, paid titles would be part of the LC collection, as most of the currently received paid items are, or would remain in the SuDoc collection.

        Placing these materials in the LC collection would require a tremendous amount of staff time to reclassify the titles and relabel all current issues and back volumes.

d. making the change to one membership would require additional staff time over a lengthy transition period

e. would require a difficult revision of both the GPO and the OCLC profiles, which would be extremely difficult to coordinate and would result in a very large number of clean-up tasks

f. might create bad public relations with the member of Congress who originally established the second membership.

3. A trial period of 6 months or longer would be possible, simply by instructing mail delivery personnel to deliver all GPO shipments to Technical Services.

4. Resources needed to make this change:

Merging the two memberships would force a change to centralized processing. See a separate section below for issues related to that type of change. Issues listed here are only those related to the change of membership status and profiling.

Careful timing of canceling one membership and placing paid subscriptions for duplicate titles would be necessary to minimize the number of gaps in the collection caused by the changes.

a. 3-4 months to plan the change:

   i. To plan the transfer of titles from the canceled membership to the active one. (This process would take several dozen hours of staff time.)

   - Identify the appropriate titles
   - Send the update information to GPO to be added to the profile
   - Update all WSULS internal records
   - Increase staffing in the unit that will handle processing for the membership materials

   ii. To plan for duplicates to be continued through paid subscriptions. (This process would take several dozen hours of hours of staff time during several months.)

   - Identify the titles
   - Determine if they are available on subscription
   - Place orders
   - Increase staffing as needed among the units that will receive these through the paid materials workflow

b. 4-6 weeks months to implement the change of staffing and assignment of workflow

c. At least 12 months transition to:

   i. iron out procedural bugs
   ii. allow staff to adjust into the idiosyncrasies of "pseudo-depository" titles

iii. secure copies of as many missing items as possible (changes of subscription status inevitably cause receipt problems):

- re-start titles that erroneously stop coming due to being transferred between memberships
- fill gaps in holdings for titles that are immediately resumed by paid subscriptions, by careful tracking of missing items and claiming them or placing orders for them, depending on whether they should have come as depository pieces or paid pieces.

d. Implementation would be complicated and the transition period afterward would be lengthy and messy.

II. COMBINE TO ONE CENTRALIZED PROCESSING WORKFLOW OR RETAIN TWO, DECENTRALIZED/CENTRALIZED WORKFLOWS.

A. IF THE PRESENT DECENTRALIZED/CENTRALIZED STRUCTURE IS RETAINED

1. Advantages

a. Materials housed in the units that receive shipments (Law and Purdy/Kresge) are available to the public sooner than would be the case with a centralized operation (though materials housed in Shiffman and SEL are not).
b. Proximity of processing work to public service work, and having the same staff do both, improves both types of work.
c. Simplifies maintenance of 2 memberships

2. Disadvantages

a. Uses more staff time for duplicated work, training, supervision, management
b. Uses more money for overhead costs, supplies, equipment, etc.
c. Relies on tape loaded bibliographic and authority records with minimal integration into the OPAC, which causes retrieval problems for users.
d. New materials and serial title changes often delayed (by months) getting to shelves while waiting for tape-loaded bibliographic records.

B. IF THE CHANGE IS MADE TO FULLY-CENTRALIZED PROCESSING IN TECHNICAL SERVICES

1. Advantages

a. Would free some staff time in Law and Purdy/Kresge
b. Would take good advantage of available staff time and expertise in Technical Services
c. Would allow better control of bibliographic records in the database, particularly problems related to the OCLC tapes
d. Would reduce some expenses, such as overhead costs (space, utilities, etc.), postage, supplies, and might free some equipment for other use
e. This more focused approach might satisfy GPO review better, and would make the inspection/self-study process a little easier.

2. Disadvantages

   a. All depository materials housed in Law and Purdy/Kresge would require more time to reach the shelves, because they would have to go through the library mail system after processing.

      - Even though most documents are serials, this is not a significant concern because immediacy of availability is not as important an issue with most government documents, as it is with other periodicals. "Rush" procedures would be able to take care of those documents for which this is a concern.
      - Removal of the processing work from its current proximity with public services would slow down some public service interactions.

3. A trial period of 6 months or longer would be possible, by simply instructing mail delivery personnel to deliver all GPO shipments to Technical Services.

4. Resources needed to implement this change:

   a. Time:

      - 2-4 months for implementation (1-2 months to plan implementation, 4-6 weeks to implement)
      - at least 6 months for the shake-down period (time for staff to learn new duties and to develop expertise, for bugs to be worked out, to catch things that fell between the cracks or were not anticipated, etc.)

   b. Money to move furniture, equipment, wiring.

   c. Training: If duties are transferred among existing staff, all will need organized training for their new responsibilities. For those taking on this processing work, this will include instruction for dealing with GPO. Ask staff currently doing these tasks to give the training.

5. Implementation process would include:

   a. Notify GPO of change of delivery address for both memberships

   b. Create work space in the centralized area

      Probably would need to move and add furniture, equipment, supplies, computers and connections.

   c. Train staff and supervisors

   d. Notify mail delivery staff of changes of delivery addresses for both memberships

AUTOMATING THE U.S. DEPOSITORY ITEM NUMBERS FILE: A MICRO APPROACH

Margaret T. Mooney
University of California, Riverside

FILE DESCRIPTION

U.S. Depository Item Numbers File (ITEMS.dbf) is a microcomputer-based database developed with dBASE IV at the University of California, Riverside, Library. ITEMS.dbf contains bibliographic and other information pertaining to the United States Government depository item categories which are available for selection by depository libraries.

FILE CONTENT

Each record in ITEMS.dbf represents a class of U.S. government publications assigned to a depository item number. For item numbers with more than one class assigned, a separate record is created for each class.

ITEMS.dbf contains all currently active depository item numbers. It also contains those depository item numbers which have been added to the Inactive or Discontinued Items List through notification on shipping lists or *Administrative Notes* since September 1984 (when the UC Riverside Library began this automation project.)

RECORD SOURCE

For the retrospective conversion project, *GPO Depository Union List of Depository Selections, List of Classes of U.S. Government Publications Available for Selection by Depository Libraries,* and the depository item numbers file in the UC Riverside Library were used for record creation.

New records are being added to ITEMS.dbf from three sources:
1) New depository items survey cards.
2) New classes added with notes on shipping lists; or verified with *List of Classes* or OCLC records.
3) New classes added without official notification at the time of record input. (This pertains only to those item numbers which are selected by the UC Riverside Library)

UPDATE FREQUENCY

ITEMS.dbf is being updated on a weekly basis to add new records or edit existing records to reflect corrections or class changes which appeared on shipping lists or are otherwise known to the UC Riverside Library.

FILE SIZE

Items.dbf contains 13600 records (over 5.5 megabytes) as of January 1994.

USING THE DATABASE

ITEMS.dbf is developed with dBASE IV in the interactive mode (dot prompt). All built-in commands of dBASE IV or dBASE III Plus can be used to access the database.

RECORD STRUCTURE

Each record in ITEMS.dbf contains the following fields:

FIELD	NAME	TYPE	WIDTH	(Explanation of text)
001	ITEM_NO	C	009	Depository Item Number
002	SUDOC_CLS	C	025	SuDoc Class steM
003	SEL	C	003	Selection Decisions
004	LOC	C	009	Housing Location
005	CALLNO	C	015	Variant Call Number
006	AGENCY	C	050	Agency Name
007	TITLE	C	100	Title of Class
008	FMT	C	002	Publication Format
009	STAT	C	001	Status of SuDoc Class
010	SOURCE	C	001	Record/Data Source
011	SURVEY	C	006	Survey Number
012	DATE	D	008	Date Survey/Class Added
013	RECDATE	D	008	Date of 1st Receipt
014	ADD_DROP	C	007	Adds/Drops in Selection
015	MONOCODE	C	015	Monographic Checkin Instruc.
016	INNOVACQ	C	010	Innovacq Bib. Record No.
017	SERCODE	C	015	Serials Checkin Instructions
018	SERIAL	C	001	Serial Publication
019	FREQ	C	002	Document Type/Freq.
020	OCLC_P	C	014	OCLC No. (Paper)
021	OCLC_F	C	014	OCLC No. (Fiche)
022	CAT	C	003	Cataloging/Processing
023	NOTES	C	030	Miscellaneous Notes
024	SUDOC_KEY	C	032	SuDoc Sort Key
025	LIBRARIES	C	015	Area Libraries' Selections
026	COUNT	N	001	No. of UC Libs. Selecting Item
027	CORECLAIM	C	001	GPO Claims Core List

SAMPLE RECORD

ITEM_NO	0429-J-01
SUDOC_CLS	E 3.1/2:
SEL	S
LOC	REF
CALLNO	
AGENCY	ENERGY INFORMATION ADMIN.
TITLE	ANNUAL ENERGY REVIEW
FMT	P
STAT	A
SOURCE	C
SURVEY	
DATE	05/01/83
RECDATE	
ADD_DROP	
MONOCODE	
INNOVACQ	B4205868
SERCODE	/B/LO
SERIAL	C
FREQ	A
OCLC_P	
OCLC_F	
CAT	R
NOTES	DOE/EIA-0384.
SUDOC_KEY	E 3 1 2
LIBRARIES	LA,SB,SD
COUNT	3
CORECLAIM	

INFORMATION

ITEMS.dbf is being developed by the staff of the Government Publicatations Department at the UC Riverside Library under the direction of Margaret Mooney, Head of the Department. Inquiries on the database should be addressed to her at: University of California, Riverside, Library - Government Publications Dept., PO Box 5900, Riverside, CA 92517 (909) 787-3714
e-mail: mmooney@ucrac1.ucr.edu.

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Depository Processing Made Easy: A One Keystroke Automated Check-in System for U.S. Documents

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(A variant version of this article was published in September 1994 issue of *DTTP*)

Utilizing commercially available machine-readable shipping lists, the Government Publications Department at the U.C. Riverside Library has designed and implemented a fully automated check-in system for U.S. depository publications. This dBASE-based system, named USDOCS, instantly customizes vendors' shipping list records with local processing information contained in UCR's electronic Depository Item Numbers Database. It prints book labels with appropriate housing location, displays each shipping list title on the screen for check-in, and creates a shelflist record for all titles received or to be claimed with just one keystroke per title. USDOCS has not only reduced UCR's depository processing time by 75%, but also provides a user-friendly reference searching system for recent depository receipts. A description of the automated check-in system is provided below.

The Conversion and Uploading of Shipping List Records

Upon receipt of commercial machine-readable shipping list records on disk (currently available from Marcive, Inc. and Bernan), UCR converts each shipping list record to a format compatible with UCR's local processing needs via a dBASE program. This automated conversion process includes such tasks as correcting punctuation in SuDoc number, checking for duplicate shipping list records, deleting initial articles from titles, and creating a SuDoc class stem field. It also records shipping list numbers received in a database named USSHIP.

After the conversion, each shipping list record contains the following fields: item number, SuDoc number, format, agency, title, shipping list number, shipping list date, and SuDoc class stem derived from the SuDoc number. All paper and electronic shipping list records are uploaded into a database named USSHIPP, and microfiche shipping list records are uploaded into a databases named USSHIPM. These two databases are now ready for the automated check-in process.

The Automated Check-in Process

When ready to process a shipping list and check in titles received, staff types in the shipping list number onto an input screen provided by the system. This activates the system to:

1. Extract all shipping list records with the desired shipping list number from the USSHIPP or the USSHIPM database to a checkin database named USCHKN.

2. Sort USCHKN database records by item number and SuDoc number to conform to the order of GPO shipping list.

3. Match each shipping list record in the USCHKN database against UCR's electronic Depository Item Numbers Database (hereafter referred to as the ITEMS Database) by both item and SuDoc class numbers.

   When exact match is found, the check-in system transfers to the shipping list record local processing information and special instructions found in the ITEMS Database. These include such data as UCR's selection decision, housing location, monograph/serial indicator, INNOVACQ serials control system number, new depository item indicator, GPO tape extraction code, local or LC call number, and other special processing instructions (e.g. stamp library use only, keep latest edition only, etc.) coded in the MONOCODE (for monographs) and SERCODE (for serials) fields of the ITEMS Database. The LASTSL (stands for last shelf list) field of the matching ITEMS Database record will be automatically updated with the shipping list date to indicate the most recent depository receipt for the SuDoc class.

   If no exact match is found in the ITEMS Database (this occurs when GPO adds new SuDoc classes or changes item numbers without first notifying depository libraries, or when vendor's shipping list records contain typos in either the item or the SuDoc number field), the check-in system will automatically flag the shipping list record to alert staff to take action during the check-in process.

4. Break down SuDoc numbers into desired label format and print SuDoc book labels for paper and electronic titles which are marked as selected by UCR. These labels include housing location transferred from the ITEMS Database. Labels are printed in the order of the titles listed on the shipping list to facilitate the check-in process to follow. For titles which are housed in UCR's Science Libraries, LC call number labels are printed.

5. Display shipping list records one at a time on the screen for check-in by staff. With data tranferred from the ITEMS Database via Step 3 above, each shipping list record displayed on the screen contains the following information:

   - ITEM NUMBER
   - SUDOC NUMBER
   - SHIPPING LIST NUMBER
   - AGENCY
   - TITLE
   - FORMAT
   - SELECTION DECISION
   - HOUSING LOCATION
   - MONOCODE
   - SERCODE
   - INNOVACQ NUMBER (for serial title)
   - NEW ITEM INDICATOR
   - SPECIAL PROCESSING INSTRUCTIONS
   - LOCAL CALL NUMBER (if applicable)
   - OCLCCODE (MARC 049 tag for GPO tape matching purposes)

   If the shipping list title is selected and is received by UCR, staff simply input "Y" in the RECEIVED field provided on the screen and put book label on the publication.

   If it is a monograph (indicated by data in the MONOCODE field), no further processing will be needed. The publication is ready to be shelved and the shipping list record will be automatically transferred to a USMONO shelflist database for retention.

If the publication is a serial (indicated by data in the SERCODE field), the shipping list record on the screen will be displayed with instructions for staff to either write the INNOVACQ number on the publication and send it to the INNOVACQ check-in shelf, or do nothing further and just send the publication to be shelved. In the latter case, the shipping list record will be automatically transferred to a USSERIAL database and retained there for six months at which time all issues for that serial title will be checked-in on the INNOVACQ system as a batch. (UCR has found this method to be highly effective and has designated a number of serial titles to be processed in this manner. Since USSERIAL database records are searchable by SuDoc, item number, and keyword in title, this method has caused absolutely no negative impact to documents reference service while saving considerable processing time.)

If the publication is the first time receipt of a newly selected item number (so identified by the NEW ITEM INDICATOR on the record), or if the shipping list record did not find its match in the ITEMS database, staff will automatically be instructed to flag the publication for senior staff review. The shipping list record will be moved temporarily to a problem-handling database named USPROB. Senior staff work on these "problem" publications on a daily basis, making decisions on housing location, special treatment, etc., and either update the ITEMS Database record or add a new ITEMS Database record to record these decisions.

If the publication is selected by UCR but not received, staff will input "C", "RC", or "S" (for claim, rain-check, or shortage) in the CRC field displayed on the screen. These records are automatically transferred to a claim control database named USCLAIM.

If a location change is desired for any title received, staff can simply key the new location desired in the LOCATION field of the record on the screen. A new label with the new location can also be printed on the spot by simply pressing a function key.

Shipping list records marked as non-selected by UCR are simply skipped over by pressing the PageDown key. These records are not retained as part of UCR's shelflist records.

6. At completion of the check-in process, automatically replace the OCLCCODE field with the MARC 049 tag for all monographic titles received based on publication format and housing location (e.g. CUEA for paper title and CUEX for microfiche title housed in UCR's US collection; CUED for paper title housed in Pamphlet collection, etc.). The check-in system also automatically replaces the CALL NUMBER field with LC call numbers for monographic series titles sent to UCR's Science Libraries and for sheet map collections.

   This replacement of the OCLCCODE field is done for UCR's GPO tape matching project. UCR has developed an in-house GPO tape extraction program in which GPO tape records for monographs are matched against the SuDoc numbers of all monographs which are designated for tape matching in the USMONO database. When an extract match is found, data in the OCLCCODE and the CALLNO fields of the USMONO record are automatically transferred onto the GPO tape record's 049 and 099 fields. Conversely, the OCLC number is transferred from the GPO tape record to the USMONO record to indicate the successful match. This method allows UCR to exercise 'piece level' control in working with GPO tapes and ensure that GPO records loaded onto UC's online catalog MELVYL (and onto UCR's INNOPAC sytem when implemented in Fall 1996) will accurately reflect UCR's holdings and housing locations without any manual intervention.

7. Tabulate and display statistics for all publications received by publication categories and housing locations.

8. Print out records marked as "shortage" for acquisition decision review by senior staff.

9. Add "processed date" to the appropriate USSHIP database record to indicate that the shipping list has already being processed.

BENEFITS OF THE AUTOMATED SYSTEM

The automated depository check-in and shelflisting system described above was implemented at UCR in January 1992. With this system in place, UCR now completes the processing and shelflisting of all monographic publications and selected serials (those not checked-in on INNOVACQ) for an average length shipping list in just 15 minutes. This is a tremendous savings of manual labor and processing time for a 64% selective depository library.

Although the USDOCS system consists of highly sophisticated dBASE programs, its use requires no knowledge of dBASE at all. All functions can be easily accessed via two user-friendly menus -- one for reference searching of shelflist databases by SuDoc, title, and keywords, and the other for various processing tasks. In addition to the automated check-in system described in this article, the processing menu also includes programs for handling "problem" records, for checking in claims received, for processing shipping lists without machine-readable records from vendors, for adding non-depository titles, and for backing up the shelflist databases. A set of ITEMS Database search and maintenance programs is also provided as part of the USDOCS system.

For libraries with a local online catalog and the desire to load temporary in-process records onto it, shelflist databases created by USDOCS can also be easily converted into MARC format for online catalog loading via a set of dBASE programs just written at UCR.

USDOCS has literally performed wonders. Since the staff of the Government Publications Department at the UCR Library is both designer and implementor of the system, we have had the freedom to enhance and refine the system on a daily basis to maximize its efficiency and accomodate special circumstances and the idiosyncracies of GPO's practices. Technology is at its best when it can reduce highly time-consuming and arduous depository processing tasks to just one keystroke per title while enhancing services to documents users.

For further information on USDOCS, contact Margaret Mooney at the Government Publications Department, Rivera Library, University of California, Riverside, PO Box 5900, Riverside, CA 92517-5900. Telephone: (909) 787-3714; electronic mail: mmooney @ucrac1.ucr.edu. A sample disk of USDOCS and of UCR's ITEMS Database is available upon request.

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